FILING
Theory and Practice

H. S. BROWN

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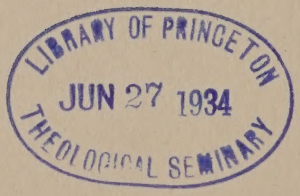

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Division

Section

FILING

Theory and Practice

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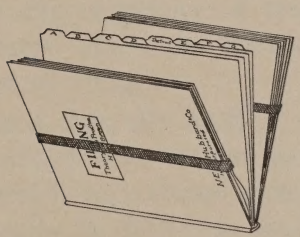
FILING
Theory and Practice

by
HAROLD S. BROWN, A. B.

The fundamental principles of filing simplified together with complete laboratory practice.



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1933

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PREFACE

THE only filing courses so far available have been too elaborate to fit into the short period of time possible to be allotted to this subject in the average business training.

Every student needs filing, theory and practice, before going out into the business world. The business man expects him to have at least a working knowledge of this subject.

With this in mind a simplified course in filing has been arranged that concerns itself strictly with the fundamentals and gives the student, by an ingenious arrangement of pages, a very satisfactory working knowledge of the various filing systems.

It is concise; it is complete and is designed to give all the basic principles of filing procedure.

A glance through the book shows the absence of all extraneous matter, and the simplicity of treatment of the subject appeals to those upon whom the duty devolves of teaching a working knowledge of filing.

It will be noted that the book is divided into a Theory Section which describes the various systems of filing, and a Practice Section which reproduces sections of files and allows the student to actually file letters in accordance with the basic systems.

The laboratory material is sufficient to allow the student to do considerable actual filing and if desired more material can easily be prepared for further practice.

An important feature is that the complete laboratory equipment is bound in the book, thus preventing confusion and loss of materials.

It lends itself equally well to class instruction and to individual work.

H. S. Brown.

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Theory Section

Unit I.

PRELIMINARY INFORMATION

Care in filing. It is most important that every record worth saving be filed so logically that it can be found again at a moment's notice. Modern systems provide every sort of safeguard to prevent mis-filed papers. There is no excuse today for the haphazard methods that a few years ago hindered business and slowed it down. In fact a business that attempts today to operate with old-fashioned methods of filing cannot compete with one equipped to speed its work with up-to-date filing machinery. In an age when every moment counts, the very steps that a clerk takes in traveling from her desk to the filing cabinet are counted.

Fig. 1

A filing clerk must be trained to scan a paper, consider it in relation to the business, decide without undue delay where it should be filed and then be able to file it there immediately. The slowest part of the operation should be decision. Time enough should be taken to decide without a doubt the proper placing of the paper. The rest should be mechanical and swift.

If papers are properly filed away, the finding will cause no trouble. If the system used is adapted to the business, the finding of records will be easy. A student should know the advantages of the different systems in use, as well as their operation. The following pages will give both.

General purpose of filing. Letters, checks, catalogues, mailing lists, must be put where they will be out of the way but where they can be found quickly when needed. The filing clerk must know not only the elements of filing but also enough of the business in general to enable him to decide where every record should be placed.

Vertical Filing. The most satisfactory method of filing papers is to place them in folders behind guides. The folders and guides stand vertically and can be tipped backwards and forwards to allow the folder contents to be reached easily.

A follow-block, or compressor, at the back of a group of folders holds them upright and allows them to be moved back as the material increases in volume. (See page 6, Fig. 9).

EQUIPMENT

Cabinets used in filing are of wood or steel. A typical steel cabinet of four drawers is shown in Fig. 1.

Guides. These are heavy cards that separate one class of letters from another. They have projections (called tabs) which can be seen above all the papers in the drawer and guide the eye to the desired section of the file.

Tabs. Projections on the guide cards or folders which stand out clearly in the drawer. On them appear a letter, number or word indicative of the kind of papers filed behind that particular guide or in that particular folder.

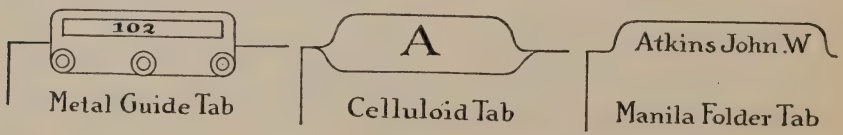


Fig. 2

Folders. Folded sheets of heavy paper which serve to protect the letters placed within them and keep together all papers from one firm (or classification).

Individual Folders. Special individual folders are used for firms with whom we have enough correspondence to warrant. All incoming letters and copies of outgoing letters of that one firm are placed together and the name is typed or lettered on the tab of the folder.

Miscellaneous Folders. There may not be enough letters from a correspondent to warrant giving him a special folder. In such a case, until enough letters collect—usually six—the papers are placed with the papers of other firms whose names begin with the same letter of the alphabet, in a miscellaneous folder. If at any time six letters collect, a special folder can be made out and the letters transferred to it.

The miscellaneous folders are placed at the back of alphabetic sections, following the individual folders. Their projecting tabs are in a position different from the tabs of the individual folders. They may be printed in red to distinguish them still further. See Fig. 3.

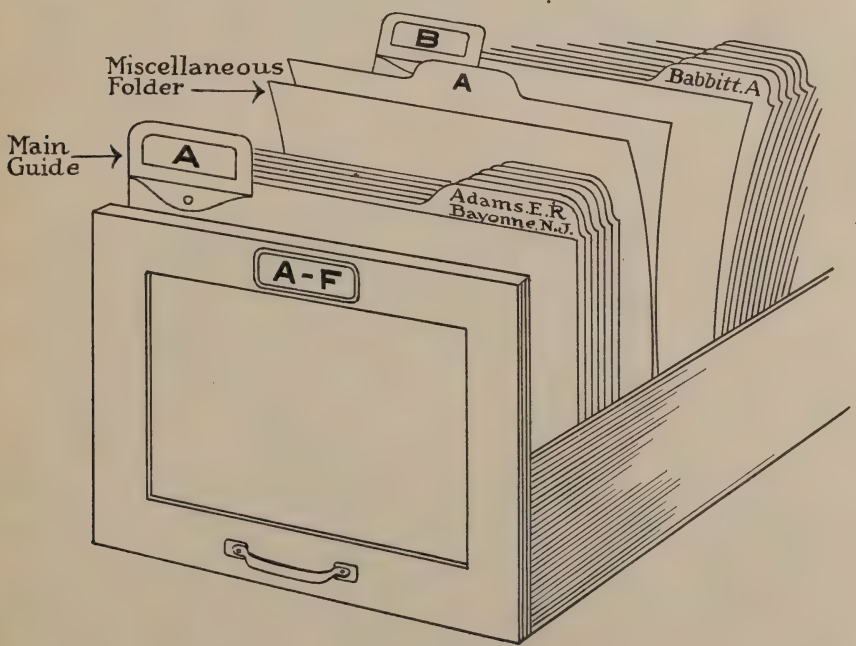


Fig. 3

Flat File. A book-like file in which letters are laid between sheets bearing index tabs. (See Figs. 7 and 8).

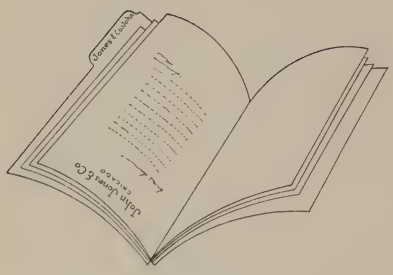


Fig. 4

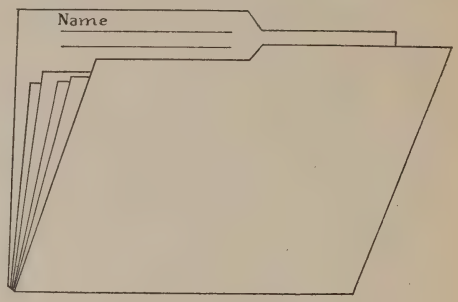


Fig. 5

Vertical File. A box or drawer in which papers are placed on edge in cardboard folders, behind guides with projecting tabs. (Fig. 6).

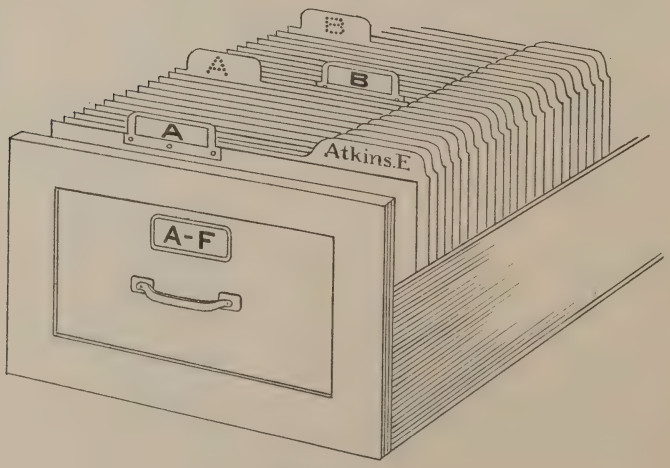


Fig. 6

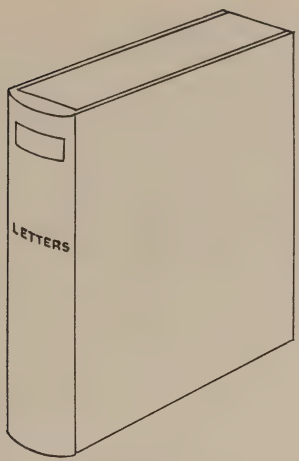


Fig. 7

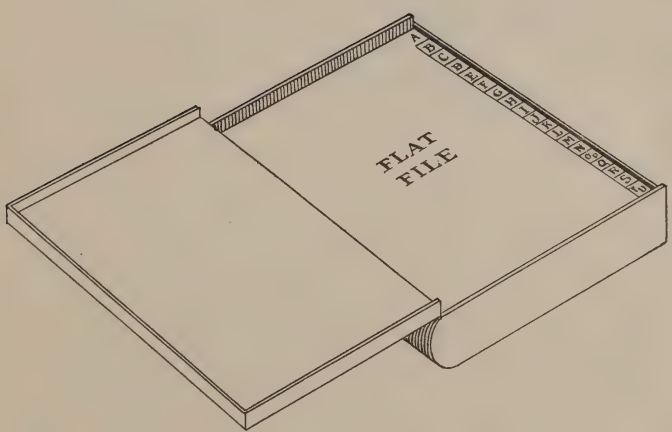


Fig. 8

Shannon File. A double arch of wire is mounted on a board. This arch opens at a slight pressure, allowing letters to be filed on the two upright posts. Holes must be punched in each paper before it is filed and the upright posts slip through these holes thus binding the paper in place. (Fig. 10).

Compressors (Follow Blocks)

Filed material would fall down in the drawer if some arrangement were not made to hold it upright.

A block of wood or a piece of metal is so arranged as to hold all letters (in their folders) upright.

These blocks (compressors) slide back as the number of papers increases and they require greater room. (Fig. 9).

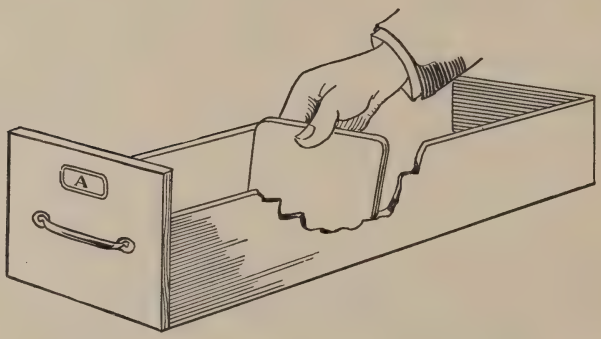


Fig. 9

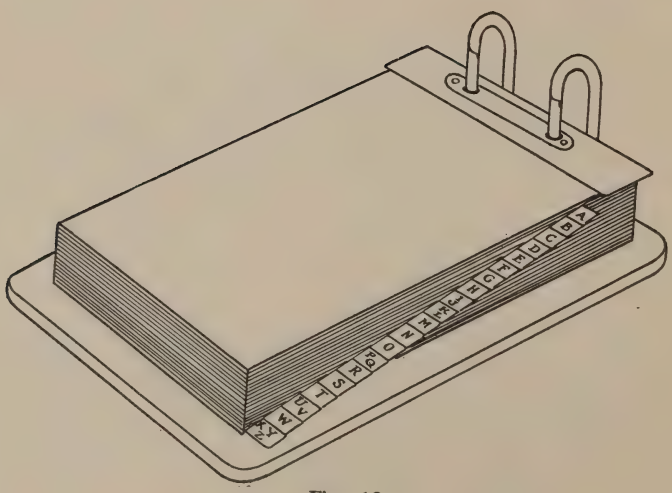


Fig. 10

INCOMING - OUTGOING MAIL

The filing clerk has two types of mail to handle—the letters coming in to the office (incoming mail) and the carbon copies of letters sent out (outgoing mail) which are kept in the files. The incoming letters after being answered must be filed, with a carbon copy of the answer, attached.

Where there are many such letters to file, it is advisable to follow a certain routine in preparation for filing.

Preparation for Filing. The different people in the office have read their letters, noted any special instructions and removed any checks or other inclosures. They have signed their initials to each letter to show that the letter is ready for the file.

A clerk has collected the letters from the different departments and the filing clerk has them in front of him ready for filing. He checks each letter for the initials which authorize him to file the letter.

Indexing. Next he reads the letter to decide where it belongs in the file—whether it should be filed under the name of the writer, the name on the letterhead, or under the name of some person or firm mentioned in the letter. If there are several clerks, the head file clerk attends to this. Sometimes the person who initials the letter indicates the proper place for filing.

Coding. Having decided on the name that is to be used for filing, the clerk underlines this name with a colored pencil, or if this is not convenient writes a code letter or word or number in the upper right hand corner of the letter. The coding may be based on (1) the firm name on the letterhead, (2) a name or subject in the body of the letter, (3) name of addressee (in the case of outgoing letters), (4) name of the writer of the letter, (5) location of firm as shown by letterhead. (This is more fully explained under "Classification", page 15.

Sorting. The letters are now ready to be arranged in an orderly way in preparation for being placed in the filing drawers. The system of filing in use determines how they will be arranged.

A Sorting Tray, which is a box with guides to suit the system in use, is a convenience in bringing together letters of the same classification. From it the letters are placed in the filing cabinet. If a letter is called for before it has been filed, it can easily be found in this indexed sorting tray.

Carbon Copies. Carbon copies of all letters sent out from the office are kept for the files and if the letter is in answer to one that has come in, the incoming letter and the carbon copy of the outgoing letter are placed together.

The carbon copy is often typed on a paper on which COPY is printed in large red letters, or it may be typed on tissue or colored paper. The fact that there is no letterhead is also an indication of a carbon copy.

Folders. Letters are filed on the long edge in a large drawer. To prevent the letter from curling up, it is placed in a cardboard folder and this cardboard folder becomes the receptacle of all letters from any certain firm; i. e., a special folder is provided for each firm's correspondence.

In placing the letters in the folder the last letter is placed on top.

Unit II.

ALPHABETIZING

The alphabet is the basis of filing.

Alphabetizing is the process of arranging names either in a list or for the files so that names come in correct alphabetic order.

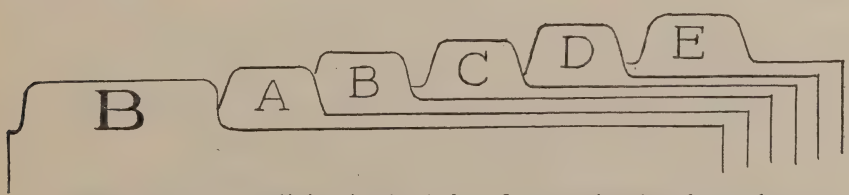
In a name like "Howard Jones", "Jones" is the surname and would be placed under "J".

Simple names present few difficulties. A glance at the telephone book will show how to make an alphabetic list. It will be seen that it is the second, third, fourth letters, etc., which determine the position of the name when there are several names beginning with the same letter.

Ahern, Chas.
Aizer, Robt.
Alger, John
Allen, Thomas

The same principle is employed in filing.

Guides are sometimes arranged so that there is a main guide for the **first** letter of the last name and sub-guides for the **second letter,** thus,



Here Barton will be looked for first in back of B; then in back of A. Belten will be found by looking in back of B; then in back of subguide E.

Dictionary and Directory Order. We must differentiate between alphabetizing for **lists** and alphabetizing for **filing,** because we have to deal with two kinds of names—single names and group names.

An example of a single name is—Bellas, Thomas.

An example of a group name is—Bellas & Barton.

If you are arranging a list, you can place all the group names together at the end but in filing, the names to be filed cannot be arranged ahead of time. Consequently group names are filed as though the second name of the group were a first name. The "&" sign is disregarded.

In listing, Bellas & Hess could be placed at the end of the list. In filing, Bellas & Hess would follow Bellas, Harry.

This gives two methods of indexing—that employed in the dictionary, called the Dictionary order and that employed in making lists, called the Directory order.

The following lists will make this clear:

Dictionary (used in filing)	Directory (used for lists)
Eagan, Bart	Eagan, Bart
Eagan & Blakey	Eagan, Caroline
Eagan, Caroline	Eagan & Blakey

RULES FOR INDEXING SIMPLE NAMES

1. Classify a name according to the first letter of the last name.
   Frank B. Coates C
2. When several last names are alike, consider the first names or initials.
   Benson, Adam . . . . B—A
   Benson, B. . . . . B—B
   Benson, Charles . . . . B—C

3. File names beginning with a prefix such as D', De, Le, M', Mc, Mac, O', Von, etc., in regular alphabetic order, unless a special guide is provided for such prefixes.

Devine	D
De Vino	D
LeRoy	L
MacAndrews	M
McVie	M

4. Firm Names. In firm names, disregard "the". File or list under the first letter of the firm name.

Adams, Southwark and Blue Co. (The)	A
Atkinson & Blee, Co., (The)	A
Atkinson and Blee Corp. (The)	A
Blee Co. (The)	B

5. Firm Names Using Initials. Firm names are often formed by using two or more initial letters before a name; as M. M. Auto Laundry.
These are listed under the first initial, in this case "M".
In the Dictionary order, such a name comes in its natural alphabetic order:

Milton & Cross
M. M. Auto Laundry

In the Directory order such a name comes at the head of the list of "M's".

M. M. Auto Laundry
Milton & Cross

6. Descriptive Titles are indexed according to the first letter of the first word.

Broad Street Theatre (The)	B
National Aluminum Co. (The)	N

7. Names Using Numbers. Imagine the number spelled out and list according to the first letter of the spelled-out word; as:

The 7 x 7 Dramatic Club
Seven Times Seven Dramatic Club . S

8. Names containing cities or states are listed according to the city or state.

   The Board of Health of the City of New York—is listed as follows:

   New York—City of
   Health (Board of) . . . . . N

   The First National Bank of New Milford, Conn., is listed as follows:

   New Milford: First National Bank of (Conn.) . N

(For a complete treatment of Alphabetizing, see Supplementary Alphabetizing, Page 133).

TELEPHONE BOOK

Finding Names. To facilitate the finding of names, the first name appearing on a page and the last name on the page are printed in the upper outer corner of each page. These key names tell at a glance the names listed on the entire page, thus

BROOKLYN Acme—Adam

Acme Towel Service Co. .....

.....

.....

..... Adam, Fritz

If you were looking up "Academy", you would not look here for it, but if you wanted "Action Stories Co.", you would find it on this page.

(For specific information as to how to find names that present difficulties, such as, apartment house numbers, information, time, telephone company offices, emergency calls, out-of-town calls, etc., see "How To Use The Directory", printed in the front of the telephone book.

EXERCISE I.

Problem 1

Arrange the following names alphabetically taking into consideration the first, second, third and fourth letters of the names:

Ayrey	Azzara	Austin
Autler	Axel	Ayers
Austrian Importing Co.	Australian Press Assn.	Autem

Problem 2

With the indexing rules in mind, arrange the following alphabetically in directory order:

Mallory, Frank	Babst, Chas.
O'Connell, M.	Adams, Helen
Meacham Agency	A. A. A. Accounting Co.
McMein, Neysa	Old Town Canoe Co.
B & S Express Co.	Badish-Schoen Co.
Ogden, R.	Oldsmobile Co.
Millionaire Cal. Machine Co.	Aarcher Cabinet Co.
McMichael, M.	B & B Garage
Million Dollar Pie Baking Co.	Acme Fast Freight Service
Badgley, M.	MacPherson, Paul

Problem 3

Tear a sheet of paper into six small pieces, (about 3 by 5 inches).

Write the following names on these small strips, one name on each strip:

1. D & B Import Co.
2. D. B. Dye Works
3. D & B Machine Co., Inc.
4. D & A Clothing Co., Inc.
5. D & B Fur Corp.
6. D. A. Trucking Co.

Now arrange these pieces of paper so that the names on them are in proper filing order.

Problem 4

On small pieces of paper, or in a list, arrange the following

names:

B & A Express Co.
B & A Glass & Shade Co.
B & A Dress Co.
B & B Cafeteria
B & B Bakery

Problem 5

D'Abramo, G.
Daca-Radio
Dabrowski, Walter
Dacey, John
Dache, Lily
Daas, A. S.

Problem 6

Babe, Alicia, Miss
Babbin, Abraham
Baake, D.
Babani, Inc.
Bach, Lee
B. G. & B. Realty Corp.
B. G. & F. Coat Makers
B & G Candy Co.
Bach, Julian
Bab Frocks Co.
Babe Ruth's Shop for Men
Baacke, Arthur
Babor, Wm. F.
B & F Scrap Iron Works
Babb, Fred
Baab, Josephine
Babb, Arnold
Babson, Roger W.
Babby, Louis
Babbott, Frank

For additional practice material see supplementary chapter on alphabetizing in the back of book, page 140.

EXERCISE II.

The instructor will provide a list of names from the telephone book. Look them up and note the number of the page on which they are found. Hand your list to the instructor.

CLASSIFICATION FOR FILING

When a paper is ready for the files, it must be classified in as logical a way as possible so that even if a year or more goes by, it will not be lost track of. If the classification is correct to start with, the same classification will come to mind when the paper is to be sought for. That thing or those things about a letter which are most characteristic are the ones to choose for classification. Actual experience in a business is the best way to learn the art of classification.

The outstanding element for filing purposes may be the name on the letterhead—it may be the signature of the writer. In some instances it is the location of the firm or something referred to in the letter or about which the letter is wholly written.

Four Systems. This has led to the adoption of four systems of filing:

1. Alphabetic
2. Numeric
3. Geographic
4. Subject

It is with the Alphabetic system that we shall deal first.

UNIT III.

ALPHABETIC FILING

ALPHABETIC GUIDES

Reference to Fig. 12 below will show you how alphabetic guides are arranged, their projecting tabs bearing the letters of the alphabet and guiding the eye instantly to the section of the file desired.

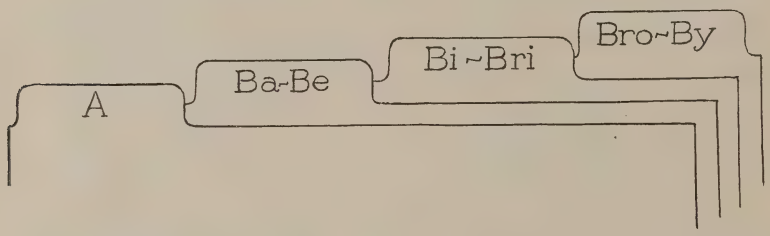


Fig. 12

When the above sub-divisions are used, the guides instead of reading A—B—C, etc., will have printed on them [A]—[Ba-Be] [Bi-Bri]—[Bro-By], etc.

Suppose we wish to file a letter from the Bristol Paint Works.

We have in mind the first two or three letters of the name "Bristol". We look at the guides until we find one printed "Br" or "Bri" and place our letter in back of it.

When there is a great deal of correspondence to file, it is found advantageous to subdivide the letters of the alphabet to make both filing and finding easier.

Many such subdivisions are made by manufacturers of filing equipment. A few are shown below:

A	A	A	Aa—Am
Ba—Bl	Ba—Be	Ba	An—Az
Bo—By	Bi—Bri	Be—Bi	Ba
Ca—Cl	Bro—By	Bl—Bo	Be
Co—Cz	C	Br—By	Bi—Bl
D		Ca—Ce	Bo
E		Ch—Cl	Br
		Co—Cz	Bu—By
etc.	etc.	etc.	etc.

CROSS REFERENCE

It often happens that the classification of a letter according to one name is not enough. We may also wish to classify it according to another name which appears in the letter.

Suppose we have a letter from the Bristol Paint Works signed by Paul Allen. For some reason we may wish to file the letter under the name of Paul Allen, as well as that of Bristol Paint Works.

This can be accomplished by Cross Reference.

Suppose we are filing correspondence in the office of M. Walter Adams, Advertising Agent. A letter is received from Frank Carter, president of Robert Butler, Inc., importers of coffee. We file this letter in back of Bro-By. (Since Bu of Butler falls between Bro and By.)

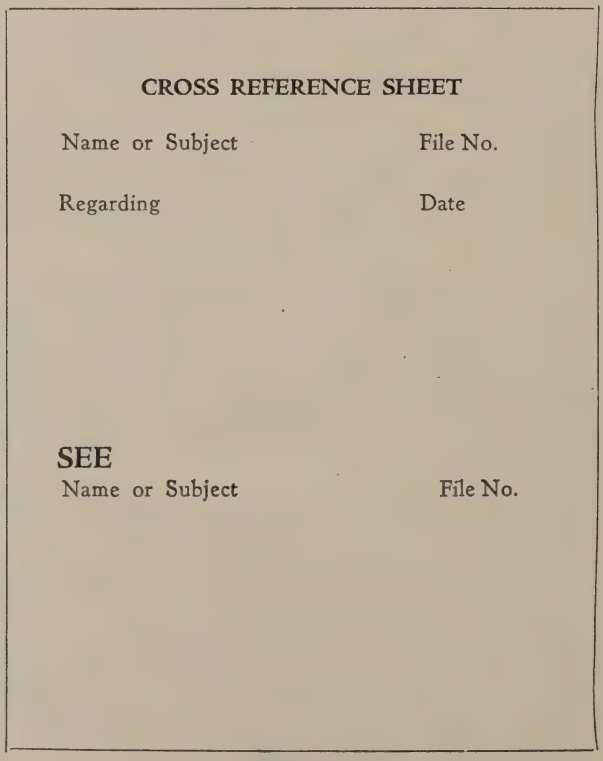
We have done some advertising for the Butler Company and several letters have collected in this folder.

Now a letter is received from the Excelsior Savings Bank signed by Frank Carter as one of the directors. He states that the advertising done for the Butler Company was so satisfactory that he has recommended us to handle the work of the Savings Bank also. Now this is a new set of correspondence which will be filed in back of E (for Excelsior.)

We should, however, keep a record of the name "Carter" because we will oftentimes write our letters both to the Butler Company and to the Excelsior Savings Bank, addressing them to Frank Carter.

On a letter size sheet, on which appear the words "Cross Reference Sheet", we will write, "Carter, Frank, President of Robert Butler, Inc., Director Excelsior Savings Bank. SEE Butler, Robert—also Excelsior Savings Bank."

If now a letter has been directed to Frank Carter, President of Robert Butler, Inc., or to Frank Carter, care of The Excelsior Savings Bank, it will not be filed by mistake in back of C for the cross reference sheet will say that correspondence with Butler is to be found in back of B and correspondence with Excelsior Savings Bank, in back of E.


CROSS REFERENCE SHEET

Name or Subject File No.

Regarding Date

SEE

Name or Subject File No.

Fig. 13

To take another illustration.

Sometimes a firm changes its name and it becomes necessary to transfer all correspondence from one section of the files to another.

Suppose we have been dealing for some years with a firm called "Gunther and Adams" and are now notified that Mr. Adams has taken over the business and the company's name in the future will be "George E. Adams and Co."

It will now be necessary to take "Gunther and Adams" correspondence out of their folder and put it into a new folder labeled "Adams, George E."

We will not, however, remove the Gunther folder from its place because we will most likely think of this firm for some time under its old name.

A cross reference sheet will be made out and placed in the Gunther folder. It will read—"Gunther & Adams, SEE Adams, G. E."

QUESTIONS

Write the answers to the following questions:

1. How are outgoing letters kept for the file?
2. What is a guide? (Use your own words.)
3. What is a tab?
4. What is the difference between a flat file and a vertical file?
5. What is the chief advantage of the vertical file?
6. How are papers kept upright in a vertical file?
7. How are letter copies often distinguished?
8. What is the basis of all filing systems?
9. In what order are the letters placed in the folder?
10. Where is correspondence from McNaughton filed?
11. Where is correspondence from MacNaughton filed?
12. Which comes first in a telephone list—Frank Eemans or EEE Tailoring Co.?
13. Explain Cross Reference.
14. Give an illustration of a cross reference made necessary by a change of firm name.

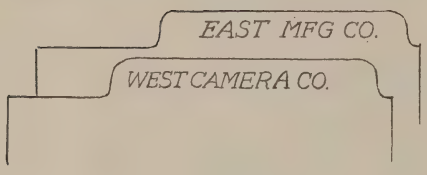
EXERCISE III.

The West Camera Co. is subsidiary to the East Manufacturing Co.

We have no correspondence filed with the West Camera Co. A letter is received from them.

Copy the Cross Reference Sheet shown here and fill in, in such a way as to cross reference the above.

Write down the name that will be written on the folder in which this cross reference sheet will be filed.



CROSS REFERENCE

Name

SEE

Fig. 14

Alphabetic Practice will be found on page 50.

Unit IV.

FOLLOW-UP SYSTEMS

MECHANICAL REMINDERS

In order to call to mind at some future date some matter that might otherwise be forgotten, a mechanical reminder must be relied upon.

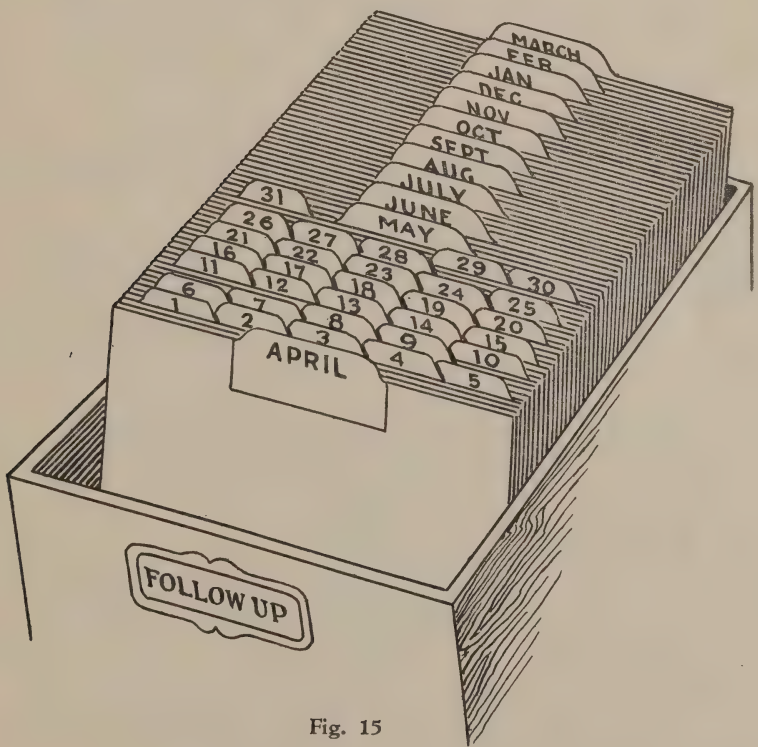


Fig. 15

This mechanical reminder is based upon the months and the days of the month and is called a "Follow-up" or "Tickler".

1. The mechanical reminder may be in the form of a **card tickler.** All information is written on a card and this is placed in back of the date on which it is to come up for attention.

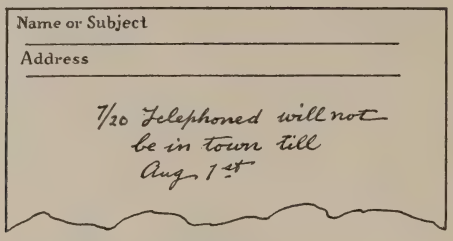


Fig. 16

2. The reminder may be a book, ruled and printed like a diary.

Thus the dentist keeps a record of his appointments by day and hour and **the book** seems to serve his purpose best.

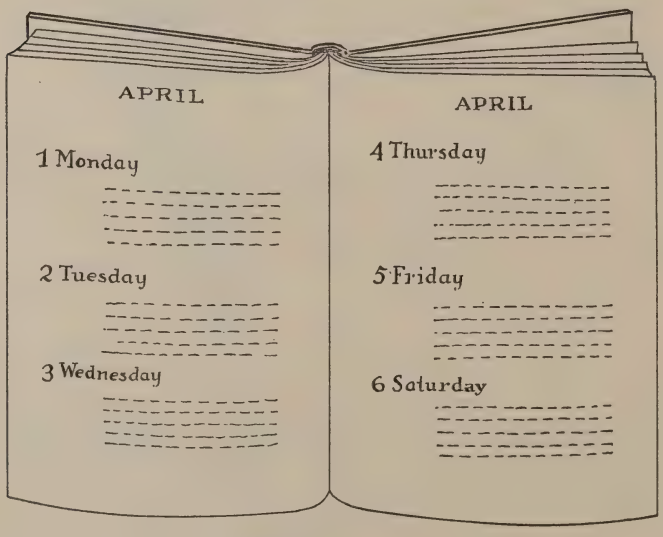


Fig. 17

3. The reminder may be a set of "1" to "31" guides with twelve month guides as in a card tickler but large enough in size to accommodate letters. It is found convenient to place this set of date guides in the same drawer with the Alphabetic File, giving what may be called a Combination File.

An original letter can be placed in its proper Alphabetic location and a carbon copy of an answer can be put in the Tickler in back of the date when it is to come automatically to the filer's attention.

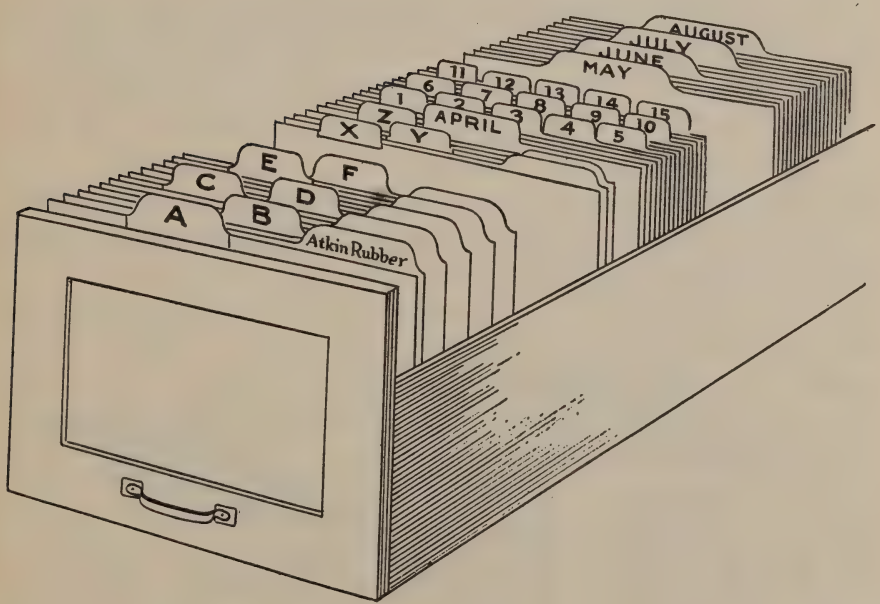


Fig. 18

Follow up practice will be found on page 55.

Unit V.

NUMERIC FILING.

In certain lines of business it is essential to be able to file correspondence either under the name on the letterhead, or the name of the person signing the letter, or the subject about which the letter is written. Lawyers, architects and contractors find that their correspondence is grouped around a central thought which draws various miscellaneous letters together.

We have already learned how this might be taken care of in an alphabetic file by means of cross reference sheets, but if there was much of this sort of thing to be done, our files would be filled mostly with cross reference sheets, leaving no room for correspondence.

Therefore the lawyer, the engineer, the contractor and the architect, and anyone who has occasion to cross reference to any extent, prefer the numerical file.

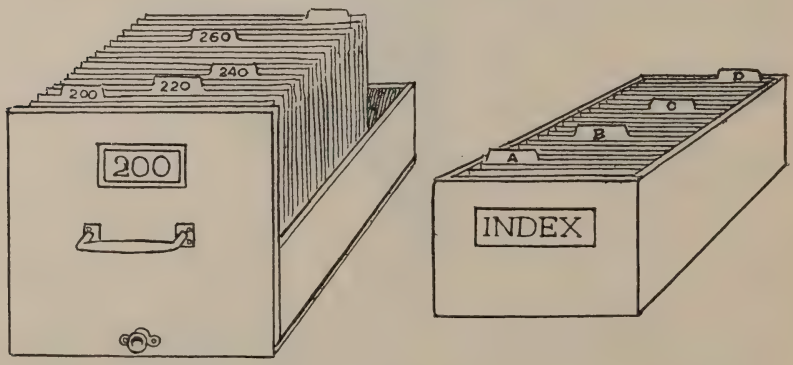


Fig. 19

Indexing.

In the numeric system, papers are placed in a numbered folder or envelope in back of a numbered guide and these numbers are kept track of on cards in a card index. These cards are filed alphabetically.

Such numbers are assigned only to active correspondents or subjects. If it is desired to keep a letter from someone whose volume of correspondence is not sufficient to warrant a special number, the letter can be placed in a miscellaneous folder and filed elsewhere in an alphabetic file. If this is indexed in the card index, a letter "M" is placed on the card until the correspondence becomes active and the "M" is then replaced with a number.

This is an indirect system of filing since the person consulting the file must first refer to the index before finding the filed correspondence.

Cross Indexing.

The principal of cross indexing with cards is the same as that of cross referencing with letter-size sheets except that the cards being small take up less room and are more easily handled.

A Typical Case:—Let us follow through a typical case of numeric filing. We are filing letters for the Adams Advertising Agency. We receive a letter from the Barton Hills Realty Company, Ann Arbor, Mich., regarding real estate advertising.

We look in the file drawer and find that folder 201 was the last folder assigned to anyone. We therefore take folder 202 and write on it "Barton Hills Realty Company, Ann Arbor, Mich.", and place the Barton Hills correspondence in it and file it in back of folder 201. But unless we constantly refer to this number we will of course forget it. We therefore take a card and on it write "Barton Hills Realty Company" and the number "202". This card will then be filed in back of B in the card index.

Now the subject of the letter is real estate advertising. We take another card and on it write "Real Estate Advertising—see Barton Hills Realty Company, 202."

This card will be filed in the index in back of "R" (Real Estate).

QUESTIONS

1. In numeric filing, how are cards in the card index filed?
2. How are the folders filed?
3. What is Cross Indexing similar to?
4. What is the purpose of Numeric filing?
5. What is a disadvantage of the Numeric file?

EXERCISE IV.

Read the following letter:

ADAMANTINE GLUE CO.
Columbus, Ohio
GLUEY GLUE
May 24, 19.....

Watson & Crag,
Flatbush & Lafayette Aves.,
Brooklyn, N. Y.
Gentlemen:

Your inquiry about the price of Gluey Glue received.

Our price is $7.20 *per gross.*

Yours truly,
ADAMANTINE GLUE CO.
By HENRY DAVIES.

Tear three pieces of paper to represent index cards (about 3 inches by 5 inches, or in that proportion).

Here is the way a card for indexing is filled out:

Atkins.John W	212
Brooklyn.N.Y.	

Fig. 20

In the same way show how to index the letter on page 26 by

1. Name of firm as shown by letterhead.
2. Name of writer.
3. Subject of letter.

If the last number assigned in our Numeric File is "19", the number to be assigned this letter is "20".

Place the number "20" on each index card.

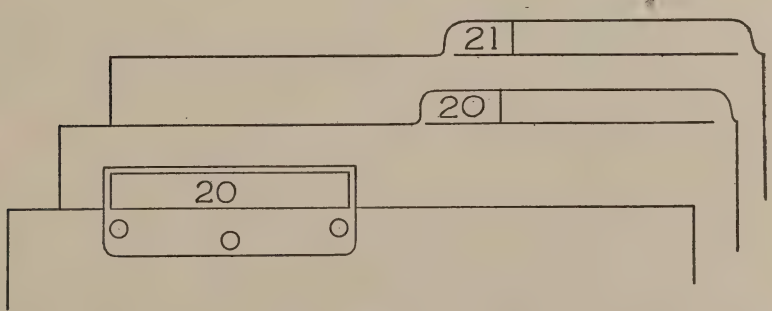


Fig. 21

Numeric practice will be found on page 61.

Unit VI.

CHARGING METHODS

MECHANICAL DEVICES USED

When many people consult the files, or when one clerk has charge of files from which letters are withdrawn, it becomes necessary to keep a systematic record of withdrawals so that they may be returned surely and correctly to their proper places. Certain devices are in use to accomplish this.

The Out Guide. This is a large card with a projecting tab on which is printed the word "OUT", usually in red. This card is put in the files in the place of a paper or folder removed. It may be printed as shown in Fig. 33, page 92, to show: (1) Who took the paper or folder ("Taken by"), (2) What paper or folder was taken ("Number, subdivision or name"), (3) Date when papers were removed ("Date").

If several people have access to the files, anyone removing a folder or letter will insert this card, in the place of the folder or paper removed first having noted down the above information. If anyone else desires the same paper, he can tell from the Out Guide where it is.

As fast as papers are returned to the files, the memorandum is checked off on the Out Guide.

Another type of Out Guide has a metal holder into which can be inserted a requisition slip bearing the same information as specified above. This is useful when a filing department is maintained. Under such circumstances anyone in the office who desires a letter or folder sends a requisition slip, with this data noted on it, to the filing room.

The Requisition Slip. Pads of these slips may be furnished everyone who may have occasion to ask for letters from the files. They look like this:

Date.....

Name .....

.....

Address .....

.....

Date of Letter desired.....

Requested by .....

The Substitution Card, is the same as an Out Guide in use and differs from the one just described in being a narrow card which projects sufficiently in the folder to show when a single letter is removed.

The Out Folder. If a folder is taken from the files, an Out Folder may be put in its place and in this folder additional letters received by the filing department can be placed until the original folder is returned.

Out guide practice will be found on page 65.

Unit VII.

GEOGRAPHIC FILING

Geographic filing is filing by location.

Suppose we think of the file room of an insurance company. If the company has correspondence covering the entire country it will have all letters filed by states. Thus one drawer will be labeled "Maine", another "Massachusetts" and so on. In each drawer will be a complete set of alphabetic guides and these guides will show us where to find the names of cities and towns.

If a city is large enough to warrant, a special guide may appear with the name of the city on it in back of the proper letter of the alphabet, thus:

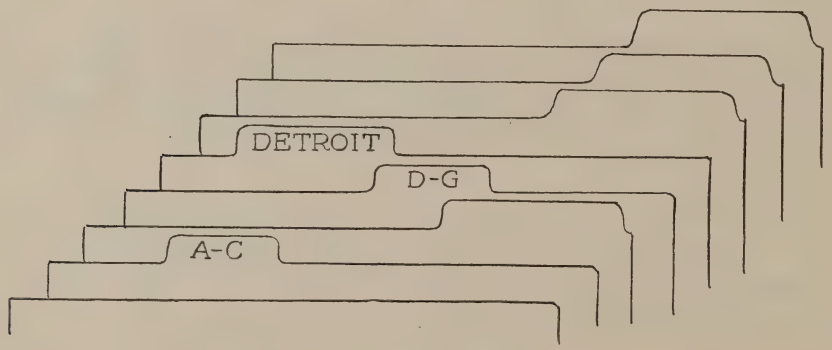


Fig. 22

A smaller geographic file may be contained in a single drawer in which case the main guides will have on them the state names. The supplementary guides will be A. B. C. D. and city guides may or may not be provided.

Example:—Suppose a requisition comes to the filing department from some one in the insurance company asking for the folder of E. R. Collins of Boston, Mass.

The file clerk will look in back of Massachusetts—then in back of B, Boston. In back of Boston he will probably find a complete A-Z guide representing men's names and in back of C he will find the Collins folder.

A more complete arrangement of the geographic file is as follows:

1. Principal divisions.....States (indicated by label on drawer or by guides).
2. Alphabetic sub-divisions....Guides for cities and towns.
3. City and town sub-divisions.....Indicated by labels on guides.
4. Miscellaneous sub-divisions.....Provided for miscellaneous towns not having sufficient correspondence to warrant a special folder.

Individual folders are provided for each correspondent with sufficient volume of letters to warrant.

Miscellaneous folders are provided for towns with a few scattered correspondents. The following diagram will illustrate this:

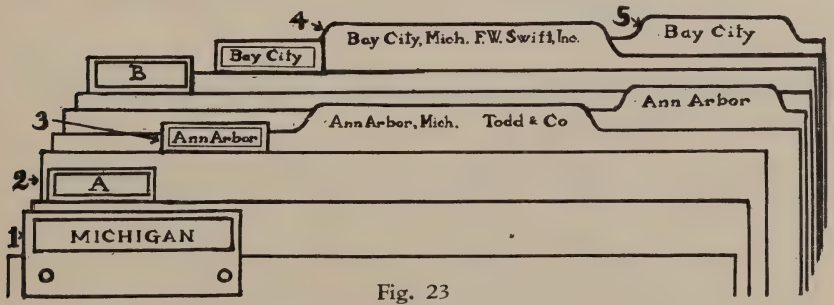


Fig. 23

1. Principal division.
2. Alphabetic sub-division.
3. City and town sub-division.
4. Individual folder.
5. Miscellaneous town sub-division.

Prevents Duplication:—If we had extensive correspondence throughout the country or even throughout a big city we might easily find such a duplication of names in our file as to cause trouble in finding. For instance, if we had six "Smiths" in the file we would have to identify which Smith was wanted and would probably identify it as Smith of Detroit in which case it would be easier to look up the state and city first rather than hunt through a number of letters for the one wanted.

In the Sales Department, the geographic file will enable the traveling salesman to arrange his calls according to his route and helps the salesmanager in planning a campaign in any particular geographical section.

QUESTIONS

1. When is it useful to file geographically?
2. Can ledger accounts be arranged geographically?
3. In geographical filing which is of greater importance, name of individual or location?
4. Is state and city the only geographical division possible?
5. Do the alphabetic guides represent names of individuals?
6. What would A to Z guides be used for in back of a city guide?
7. Are individual folders provided for each firm in geographical filing? Explain.
8. Do you think it is possible to cross reference in a geographical file?

EXERCISE V.

Problem 1

Index the following ledger accounts geographically rather than alphabetically.

1. National Cash Register Co., Dayton, Ohio.
2. Blaw-Knox Co., Cleveland, Ohio.
3. S. Cowan Co., Cincinnati, Ohio.
4. The Wall Press, Akron, Ohio.
5. M. Stuart & Co., Cincinnati, Ohio.

Problem 2

Arrange the following in proper geographical order according to states—then counties. Use parallel columns:

State	County
Arkansas	Baxter
	Calhoun
Arizona	Yuma
	Santa Cruz
	Apache
Arkansas	Ashley
Alabama	Franklin
	Clay
	Montgomery
	Cherokee

Problem 3

Now arrange a list of the counties in alphabetic order:

County	State
Baxter	Arkansas
Calhoun	
Yuma	Arizona
Santa Cruz	
Apache	
Ashley	Arkansas
Franklin	Alabama
Clay	
Montgomery	
Cherokee	

Problem 4

Type (or write) the following on small card size sheets of paper placing city and state first. Then arrange them for geographic filing.

1.	Clarence Hutt and Co.	Findlay, Ohio
2.	Baker & Williams	Chillicothe, Ohio
3.	Henry Birn & Sons	Cuyahoga Falls, Ohio
4.	Thos. M. Blake & Co.	Cleveland, Ohio
5.	E. Kleister, Inc.	Barberton, Ohio
6.	Mohawk Rug Co.	Galion, Ohio
7.	Klemt, Inc.	Elyria, Ohio
8.	Jos. McNeill	Cincinnati, Ohio
9.	Theo. Luce, Inc.	Bellaire, Ohio
10.	J. Spier & Co.	Canal Dover, Ohio
11.	Dr. Max	Fremont, Ohio
12.	Lans Co., Inc.	Dayton, Ohio
13.	Globe Carpet Co.	Bellevue, Ohio
14.	E. Santini	Ashtabula, Ohio
15.	Swan Laundry	Coshocton, Ohio

Problem 5

Consult the following letter:

FILE COPY

(Date)

Mr. Paul Atherton,
Congress Hotel,
Chicago, Ill.

Dear Atherton:

A letter has just come in from E. R. Bowles & Co., Elkhart, Ind., requesting information about cost of advertising their product—an adding machine—in a three-state campaign.

Please call on these people as soon as convenient.

Yours truly,
M. W. ADAMS.

To prepare this letter for the geographic file, you will read it over to determine first the principal division in which it will be placed. You will be guided in this by the fact that Mr. Atherton is a salesman for M. W. Adams and the address at the Congress Hotel is a temporary one.

You will next decide on the alphabetic sub-division representing the city or town.

You would then take an empty folder and make a label for its tab (or if not of sufficient importance for an individual folder, you would place the letter in a misecllaneous folder). We will not do this.

On a sheet of paper write down: (1) Principal division pertaining to this letter; (2) Alphabetic sub-division; (3) Label for city sub-division; (4) Label of folder. (Consult Fig. 23, page 31.)

GEOGRAPHIC CROSS REFERENCE

It is quite possible to cross reference in a Geographic File.

Suppose we have a folder for the Cyclone Fence Company of Cleveland, Ohio. The folder tab looks like this:

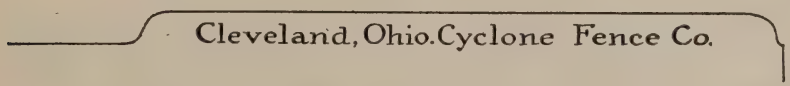


Fig. 24

We have occasional correspondence with Frost and Company of Brooklyn, N. Y. Suppose Frost & Co. are subsidiaries of the Cyclone Fence Company.

We file their letters in the folder of the Cyclone Fence Company.

We take another folder and print on the tab:

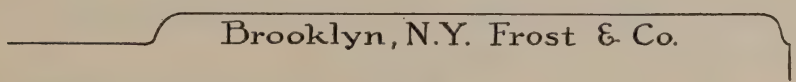


Fig. 25

This folder is filed in back of

Brooklyn, N. Y.

A cross reference sheet is placed in this folder and on it is written:

CROSS REFERENCE SHEET

Brooklyn, N. Y.
Frost & Co., Fences

SEE

Cleveland, Ohio
Cyclone Fence Co.

EXERCISE VI.

Read the following letter. Draw a folder tab like that in Fig. 24 and letter on it the name and address of the company which wrote the letter. (Remember this is a Geographic File.)

Now make two cross references showing how to cross reference the names mentioned in the letter.

WESTWOOD BUILDERS,, Inc.
Lynbrook, N. Y.

March 23, 19.....

Messrs. N. W. Adams & Co.
New York City

Gentlemen:

Yours of even date received.

A company which we have found very reliable for fences is the Long Island Fence Construction Co. of Valley Stream, L. I., N. Y. and for mason's materials you cannot do better than the Cuples Plaster Co. of Jamaica, N. Y.

Yours truly,

Westwood Builders, Inc.
By J. N. French

Geographic Cross Reference Practice will be found on page 69.

Unit VIII.

SUBJECT FILING

If you could glance at a copy of the American Type Founders' catalog you would find that the different kinds of type are arranged by name. Also that borders, ornaments, initial letters and so forth are shown under those headings. This collection of data under a general subject is subject filing.

The business man who keeps an inventory of his stock on cards arranges these cards in back of guides on which appear the names of the articles. A hardware man might have many guides labled bolts, hammers, nuts, saws, etc.

A Typical Case:—Imagine a commercial artist who wishes to draw a picture in which is to appear a colonial chair which he wishes to be accurate in design.

He turns to his file of pictures of all kinds of things and perhaps first looks for "Furniture." "Furniture" may be divided into "old" and "modern,," or in some such way. It may have been divided under "tables," "chairs," "musical instruments," etc. This makes it easy to find the chair which he is looking for.

QUESTIONS

1. If we keep catalogs on various subjects, could they be filed by subject?
2. Have you ever had any experience with a subject file? If so, where?
3. If a real estate man arranges his data according to Apartments, Houses, Lots, etc., is he using Subject filing?

EXERCISE VII.

Problem 1

Consider "A Typical Case" just given. Make a diagram showing how the "Furniture" Section of the artist's file will look as it has been described.

Problem 2

A window dresser keeps data about the different holidays to enable him to gather information during the year that will be readily available at a moment's notice.

Show on a diagram similar to the one below what he would write on the guide tabs to cover Fourth of July display, Spring Sales, Easter and Christmas.

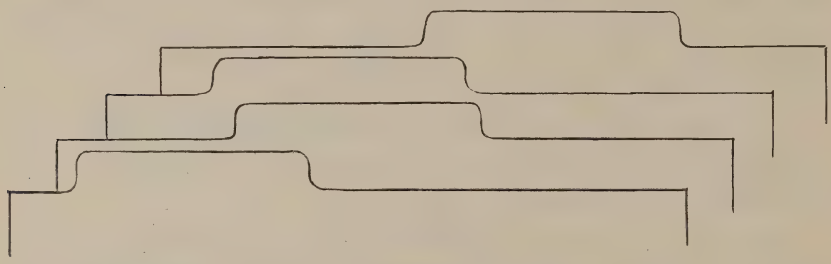


Fig. 26

Problem 3

Classify the following firms under three main heads such as: Lighting Fixtures, Office Equipment, Envelopes. (Arrange in a list in correct alphabetic order).

1. Connecticut Valley Paper and Envelope Co.
2. Metropolitan Business Equipment Corp.
3. Liberty Lighting and Fixture Co.
4. R. F. Smith, Desks
5. Transo Window Envelope Co.
6. American Lighting Fixture Co.
7. Empire Electric Fixture House
8. American Office Partition Co.
9. John Diemer, Envelopes for filing and mailing
10. Knickerbocker Typewriter Co., Inc.

FILING SYSTEM USED IN LIBRARIES

Dewey Decimal System. In this system a number is assigned to a main classification and that number is always retained for that classification. Thus the books in a library are arranged in ten classes as follows:

000-099 GENERAL WORKS: books that deal with no particular subject such as encyclopedias, periodicals, newspapers, etc.

100-199 PHILOSOPHY: psychology, ethics, etc. Example: 150 is the number for psychology.

200-299 RELIGION: Christian and non-Christian beliefs. Example: 220 is the number for the Bible.

300-399 SOCIOLOGY: government, economics, law, education, etc. Example: 331 is the number for labor and capital.

400-499 LANGUAGE: readers, grammars, dictionaries, etc., in all languages. 423 is the number for dictionaries of the English language.

500-599 SCIENCE: mathematics, astronomy, geology, botany, zoology, etc. Example: 598.2 is the number for bird books. 520, the number for astronomies is arranged on the shelves after 511, the number for arithmetics and before 580, the number for botanies.

600-699 USEFUL ARTS: medicine, engineering, home economics, etc. Example: 641 is the number for cook books.

700-799 FINE ARTS: architecture, needlework, painting, music, amusements, etc. Example: 770 is the number for photography.

800-899 LITERATURE: poems, dramas and essays in all languages. 822.33 is the number for books by and about Shakespeare.
NOVELS: are grouped on the shelves separately and are arranged alphabetically by the authors' surnames. Example: Dickens, Scott, Thackeray.

900-999 HISTORY: travel, collective biography (giving the lives of several persons) histories of all countries and all ages. Example: 973 is the number for a history of the United States.
TRAVEL: in all countries has the number 910-919; a book describing life in the United States is numbered 917.3.
BIOGRAPHY: (Individual, that is where a book gives the life of only one person). Lives of individuals are arranged alphabetically by the name of the person written about. Thus, biographies of Lincoln are arranged on the shelves after those of Grant and before lives of Washington.

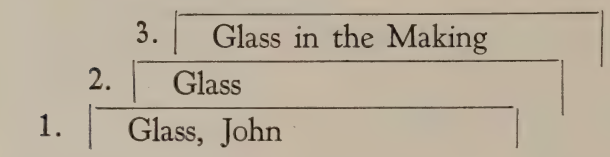
Each non-fiction book in the library is numbered according to the Dewey Decimal system. A card or cards in the catalogue tells what that number is. These cards are arranged alphabetically combining author, subject and title in Dictionary order. For instance, the word "Glass" may appear as the general subject of a group of books, or as the title of a book, or it

may be the name of an author; thus,

Glass	(General subject)
Glass, John	(Author's name)
"Glass in the Making"	(Title)

In the catalogue these will be found in the order of (1) Author, (2) Subject, (3) Title of book. This is shown perhaps more clearly in the following list:

1. Glass—Author
2. Glass—Subject
3. Glass—Title



Cross Referencing in Library Catalogue. There may be several cards controlling one book. If, for instance, a book is entitled "Best Plays of the Past Year", it will be indexed not only under the title but cards will also be made out for each of the plays in the book with a page reference to facilitate finding. Thus there may be as many as fifty cards referring to one book.

Where the author uses a pen name, the book is usually catalogued under either the pen name or the real name with a cross reference for the other name. If the pen name is better known, as in the case of "O. Henry", the book may be catalogued under "O. Henry" (the pen name) with a cross reference under "Porter" (the real name). In the case of "Mark Twain", the real name "Samuel Clemens" is so well known that it makes little difference which is chosen for classification.

Position of Number on Card. Under the Dewey Decimal system, the exact place where a non-fiction book may be found is indicated by a number in the **upper left hand** corner of the catalogue card. If a card has no number it indicates that the book is fiction and will be found in the Fiction Section, under the author's name.

These numbers are assigned according to the classification shown on page 39, and the key numbers appear on the library shelves. If you wish the poems of Eugene Field, you can look on the shelf devoted to "800-899" or in the card catalogue under "Field". The card will give the number assigned to "Literature-Poetry-American", which is 811. The book will then be found on the shelf in group 811 under the author's name.

The letter following the number is the initial of the author's last name. Thus, "Dinner at Eight", a play by George S. Kaufman is catalogued as 812K.

EXERCISE VIII.

Consider the following portion of a library classification:

790	Amusements
796	Outdoor Sports
800-899	Literature
811	Poetry—American
910-919	Travel
930-999	History
973	U. S. History
973.3	Revolutionary War
980	South American History

Next consider the following list of books which are listed alphabetically with the author's name given after each.

List of Books

Athletics of Today (Outdoor)	Webster
British Exploits in South America	Koebel
Conrad, Selected Poems of	
Europe	Keyserling
France—A Motor Flight Through	Wharton
Field, Eugene—Poems of	
Games of the Playground	Bancroft
Holmes Poetical Works	
History of the U. S.	Rhodes
History of the American Government	Rugg
Motor Flight Through France, A	Wharton
Poems of Eugene Field, The	
Rise of The American People, The	Usher
Secrets of Magic	Blackstone
Selected Poems by Conrad	
Swimming and Diving	Barnes
Told at the Explorers' Club	Blossom
Whittier's Poetical Works	

On small pieces of paper write name of book and author.

Give each an identifying number according to the classification numbers on page 41, placing the initial of the author's last name after the number.

Then arrange all names of books in a list placing all of the same classification together.

If you have done the work correctly, you will have three classifications.

FILING SYSTEM USED BY RAILROADS.

Railroad Filing. The same system is employed for railroad correspondence. The numbers 100 to 199 are assigned to "Equipment". Any letter pertaining to "equipment" is given a number between 100 and 199, depending upon its general subject. Sub-divisions of this subject are indicated by additional numbers and by decimals, thus:

Equipment	100-199
Freight Cars	100
Passenger Coaches	101
Locomotives	102
Steam	102.1
Electric	102.2

Any letter pertaining to steam locomotive equipment will be placed under 102.1. Letters pertaining to passenger coach equipment will be numbered 101.

CROSS REFERENCE

Oftentimes letters contain more than one subject. In such a case the letter is filed under the most important subject and cross referenced under the other subject or subjects.

A letter is received from a line foreman, Smith, pertaining to "line inspection". It also contains something about "equipment".

The letter is filed under "Inspection".

A cross reference sheet is made out:

CROSS REFERENCE SHEET

Equipment
Frank Smith

SEE

Inspection
Frank Smith

If a letter from Richmond Advertising Service about Tooth Paste Advertising contains a paragraph about mouth washes, the letter can be filed under "Tooth Pastes" and a Cross Reference Sheet placed in back of "Mouth Washes".

The Cross Reference Sheet would read:

CROSS REFERENCE SHEET

Mouth Washes
Richmond Adv. Service

SEE

Tooth Pastes
Richmond Adv. Service

Subject Filing Practice will be found on page 70.

Unit IX.

THE TICKLER AND VISIBLE FILE

The Tickler. In Unit IV, page 21 the Tickler has already been mentioned. It was treated there in connection with the alphabetic file and with special reference to following up correspondence.

It is very wise to have a similar reminder for daily memoranda and while this may be in the form of a book like a diary or a calendar pad, the handiest "tickler" is a small desk file of 3 x 5 inch cards placed in a box with a set of 1 to 31 guide cards.

If you are supposed to remind your employer that he is to meet some certain person on the 12th of the month, this is noted on a card which is filed in back of "12". When the 12th arrives, this appointment is called to your attention. If the card is filed in back of "11", it can be made to come to your attention a day ahead of the appointed day.

At the end of the day a salesman in the employ of your firm may drop on your desk a package of cards on each of which he has noted various days in the future when he is to make calls. It might very well be your duty to file these in the Tickler and bring them to his attention on the proper dates in the future.

There is only one set of "1 to 31" guides. Hence a card referring to another month should be placed in back of that month guide. (The other eleven month guides are placed at the back of the "1 to 31" guides).

On the 31st of the month, the next month guide is brought forward to replace the current month guide which is now placed at the back of the set of month guides.

THE VISIBLE FILE (VISIBLE INDEX)

This is a card file with the cards inserted in celluloid pockets overlapping one another so that about 1/4 or 1/2 inch of the bottom of each index card shows. The name and address are typed at the bottom of the card instead of at the top, thus allowing the person consulting the file to see all names in the file wtihout turning over any cards.

There are no guides as they are unnecessary.

To consult any card, all that is necessary is to turn back all those cards lying above the one desired.

Fig. 27

Since cards can be removed from the pockets readily and reinserted elsewhere, this file is particularly good for lists that change often and where speed in finding is desirable.

The Visible File index card may be used for inventories, sales records, customers' lists, credit lists or any form of records requiring quick accessibility. Thus a doctor or a dentist might use this instead of a vertical card index, the great advantage being that a card is bound into the file and cannot be misplaced or lost by careless replacement.

Ticker and Visible File practice will be found on page 73.

Unit X.

TRANSFERRING

PERIODIC AND PERPETUAL

At intervals the files become full and to have space to file more papers, it is necessary to remove the older papers and place them in some storage place.

There are two methods of making this change. By one method all papers filed are removed at a definite time (once or twice a year) and placed in a transfer cabinet. This is called "Periodic Transfer".

Another method is to remove all papers that become inactive to the transfer files at any time, leaving the active correspondence in the files. This is called "Perpetual Transfer".

As the letters are placed in the transfer case, they can be indexed by a new index or by using the tabs of the miscellaneous folders.

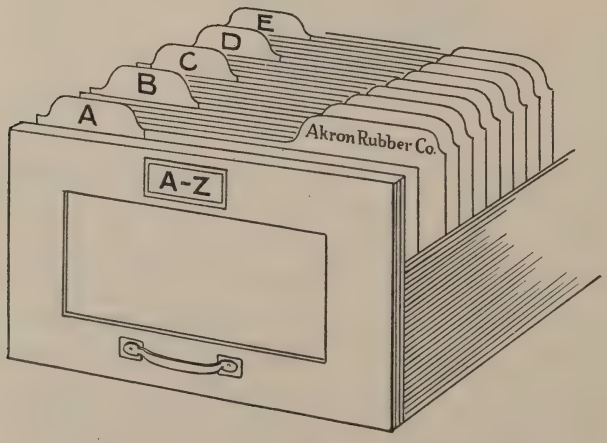


Fig. 28
A Transfer Case

PUBLIC SERVICE COMPANY METHOD

Some public service companies use the following method of transfer.

The law requires that all letters be kept for one year.

The letters received during the month say of September are bundled at the end of the month and marked "for destruction, Sept. 19—" (the following year).

The bundle is then placed on a shelf where it can be referred to during the year.

In September of the following year another bundle is made up and labeled "for destruction, Sept. 19....." (the following year).

The first bundle is taken down and destroyed and the second bundle takes its place.

This same process goes on with each month's correspondence.

Is this periodic or perpetual transfer?

QUESTIONS

1. What is transferring?
2. Name two methods of transfer.
3. How are letters arranged in the transfer case?
4. How are trasnfer cases marked to show their contents?

Practice Section

Instructions

Unit X I.

ALPHABETIC FILING

PREPARATION OF MATERIAL

Turn to page 78.

Here you will find actual alphabetic guides, smaller in size than real ones but otherwise the same. That portion of the alphabetic file which is reproduced looks like this:

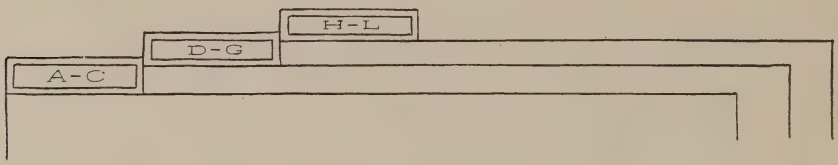


Fig. 29

The first guide is arranged to take care of letters belonging in back of A to C; the next guide takes care of letters belonging in back of D to G; and the third guide, those belonging in back of H to L.

When letters are filed, even though there is only one letter, they are placed in folders. (See page 57, Fig. 30).

Preparation of Folders

If desired, you can provide folders for the letters you are about to file, by taking half sheets of typewriting paper and folding them through the middle so that one-half inch projects at the back. On this projecting part you should write the name and address of the person or firm whose letter you have placed in the folder.

You will need six of these folders.

Preparation of Letters

For letters to be filed, see Model Letters, pages 51 and 52.

Cut one-half inch from the ends of four half sheets of typewriting paper. Now fold these pieces, and cut making eight pieces 5½ by 4 inches.

On these eight small sheets copy, with typewriter or pen and ink, the six model letters and two cross reference sheets shown on pages 51 and 52.

DAYTON
ADDING MACHINE CO.
Grand Rapids
Mich.

August 1, 19.....

Mr. Walter Adams,
212 W. 24 Street
New York City
Dear Mr. Adams: .....

.....

Yours truly
Arthur Burroughs

Letter No. 1.

(COPY)

August 1, 19.....

The Great Northern
Furniture Company
Grand Rapids, Mich.
Gentlemen: .....

Paragraph about
F. R. Daly .....

Yours truly
M. Walter Adams
President

Letter No. 2.

EVERLASTING
HOSIERY COMPANY
Battle Creek
Mich.

August 1, 19.....

M. Walter Adams,
212 W. 24 Street
New York City
Dear Sir:

.....

Yours truly
The Everlasting
Hosiery Company

Letter No. 3.

THE J. B. SHOE CO.
Bay City, Michigan

August 1, 19.....

M. Walter Adams,
212 W. 24 Street
New York City
Dear Sir: .....

Paragraph about the
Dayton Adding Machine Co. of Grand
Rapids, Michigan, ...

.....

Yours truly
The J. B. Shoe Co.
by E. R. Smith

Letter No. 4.

B E L L
ADDING MACHINE CO.
Detroit, Mich.
August 1, 19.....

M. Walter Adams,
212 W. 24 Street
New York City
Dear Sir:

Reference is made in this letter to
Mr. A. E. Gody, Battle Creek, Mich.

Yours truly
Bell Adding
Machine Company
H. M. Price
Gen'l Manager

Letter No. 5.

(COPY)
August 1, 19.....

The Hastings Furniture Co.
Dexter, Mich.
Gentlemen:

Paragraph about
C. C. Collins

Yours truly
M. Walter Adams
President

Letter No. 6.

CROSS REFERENCE SHEET

Name or Subject:

Date:

SEE ALSO:

Name or Subject:

Cross Reference Sheet 1.

CROSS REFERENCE SHEET

Name or Subject:

Date:

SEE:

Name or Subject:

Cross Reference Sheet 2.

PRACTICE WITH FILE

Problem 1

Find the letter which has for a letterhead—"The Dayton Adding Machine Co."

It is addressed to M. Walter Adams, and we will imagine that we are employed by Mr. Adams and are filing letters for him. At no time therefore will we be interested in the name of M. Walter Adams as all letters will be filed under the name of the firm to which Mr. Adams writes or under the name of the firm which writes to Mr. Adams.

Take this letter from the Dayton Adding Machine Co. Turn it so that the letterhead is to your left and place it in the file in back of guide D-G. (If you have prepared folders, place it in a folder.)

File the other miniature letters in their proper places. (Always lay them on their long edge with the heading or letterhead to the left.)

(For classification, use letterhead of incoming letters and address of outgoing letters.)

CROSS REFERENCE

Problem 2

Cross reference from one set of correspondence to another.

Take the letter from The J. B. Shoe Company. In it is a paragraph that speaks of the Dayton Adding Machine. We wish to keep the Dayton Adding Machine letter in its place in back of D; but we also wish to connect up with it this paragraph in the letter from The J. B. Shoe Company.

We take the cross reference sheet (see form 1, page 52) and write on it Dayton Adding Machine Company (since it has to be filed with the Dayton correspondence).

We then write J. B. Shoe Company on the line below SEE ALSO. Now replace the J. B. Shoe Co. letter in its proper place.

This cross reference sheet is then filed with the Dayton

LIBRARY OF PRINCETON
JUN 27 1934

letter and when we look up the Dayton Adding Machine Company we are also referred by means of this sheet to The J. B. Shoe Company's correspondence.

Problem 3

Cross referencing change of firm name.

The Bell Adding Machine Company notifies us that they have been taken over by The Dayton Adding Machine Company and will henceforth be known as The Dayton Adding Machine Company.

Remove the letter from The Bell Adding Machine Company and place it with that of The Dayton Adding Machine Company (in actual practice there would be several letters in a folder).

Since for some time we may still look in back of B for The Bell Adding Machine Company (and even try to file copies of letters to The Bell Adding Machine Company in their old place) it will be necessary to make a cross reference.

Take cross reference sheet, (form 2), and make the necessary cross reference.

Problem 4

Practice in finding correspondence.

Find and remove from the file the letters of No. 1. The Great Northern Furniture Co. 2. The Everlasting Hosiery Co. 3. The Hastings Furniture Co. 4-5. The Bell Adding Machine Co., and The Dayton Adding Machine Co. and Cross Reference Sheets. 6. The J-B Shoe Co.

Place these letters aside for use in Numeric filing.

Unit XII.

FOLLOW-UP

Series 1 and 11

Take a large sheet of typewriting paper and divide it into four equal parts or quarter-sheets by folding through the middle sidewise, then lengthwise and tearing on the folds. Take three of these quarter-sheets and type or write with pen and ink the following three letters:

Series 1 E—Gansom & Stevens, 412 Martin Bldg., Chicago, Ill. October 17, 19....., Mr. Walter Adams, 212 W. 24th Street, New York City. Dear Sir: Enclosed you will find check for $95.00 to cover cost of ten lines for two issues in the Saturday Evening Post. Please excuse the delay. Yours truly, Gansom & Stevens, by L. Gansom, President. Encl.

Series 1 A—Gansom & Stevens, 412 Martin Bldg., Chicago, Ill. October 1, 19....., Mr. Walter Adams, 212 W. 24th Street, New York City. Dear Sir: Kindly place an advertisement to occupy ten lines in the "Saturday Evening Post" for two issues as per following dates: .....19....., ...19..... We are sending our check tomorrow. Yours truly, Gansom & Stevens, by L. Gansom, President.

Series 11D—L. Battaglia & Co., Repairing of All Makes of Calculating Machines, Typewriters, etc., Detroit, Michigan. October 19, 19....., Mr. Walter Adams: You may send us the information you spoke about in your previous letters. We are interested. Yours truly, L. Battaglia & Co.

Take six quarter-sheets of yellow paper (or any paper that is available for the representation of Carbon Copies—colored or tissue). Type or write the following six letters to be used as carbon copies:

Series 1 B—October 1, 19....., Gansom & Stevens, 412 Martin Bldg., Chicago, Ill. Gentlemen: (Att. of Mr. L. Gansom). As per your order of .....19....., we have placed your advertisement in the "Saturday Evening Post" to occupy ten lines on the following dates: .....19....., ...19..... Yours truly, Walter Adams.

Series 1 C—October 10, 19....., Gansom & Stevens, 912 Martin Bldg., Chicago, Ill. Gentlemen: Your bill of .....19..... for $95.00 is due and unpaid. Please remit. Yours truly, Walter Adams.

Series 1 D—October 17, 19....., Gansom & Stevens, 412 Martin Bldg., Chicago, Ill. Gentlemen: Unless your bill of $95.00 is paid immediately, we shall be compelled to bring suit. We expect an answer not later than October 20, 19..... Yours truly, Walter Adams.

Series 11 A—October 1, 19....., L. Battaglia & Co., Detroit, Michigan. Gentlemen: Our long experience in planning advertisements for firms in your line, makes us peculiarly able to make money for you. Won't you let us know your requirements and allow us to plan some work for you this October? Yours truly, Walter Adams.

Series 11 B—October 10, 19....., L. Battaglia & Co., Detroit, Michigan. Gentlemen: On October 1, 19....., we wrote you about handling your advertisement. As yet we have not heard from you. We have a very special offer for the month of October and we hope to hear from you very soon. Yours truly, Walter Adams.

Series 11 C—October 17, 19—, L. Battaglia & Co., Detroit, Michigan. Gentlemen: We are positive that it will pay you to write to us before the end of this month. You can't lose and we have some very interesting information to give you. May we not hear from you? Yours truly, Walter Adams.

Prepare two miniature folders. To prepare two folders, take two sheets of yellow or white paper (preferably yellow to represent the manilla used for folders). Cut these 7 x 9½ inches. Draw a line across the page 4½ inches from the bottom. Fold up on the line.

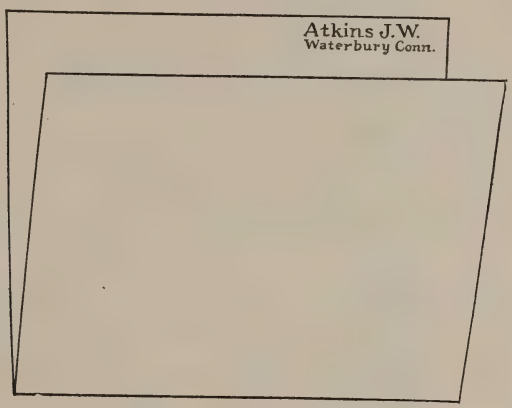


Fig. 30

Use upper right hand corner of back part of folder for writing name and address of firm.

PRACTICE WITH FILE

(NOTE: In the following work read all letters carefully before filing as directed. Try to get the sequence of ideas in your mind)

October 1. **Today is Oct. 1.**

1 A 1. We receive a letter from Gansom & Stevens. (1A) Take this letter 1 A and place it in one of the folders. On the inside edge of this folder write the name:

"Gansom & Stevens"

Underneath may be written their address. File letter and folder in Alphabetic file. (Page 79).

NEXT

11 A

2. We write a sales letter to Battaglia & Company and make a carbon copy of it. (See Series 11 A). (This is also dated Oct. 1). We wish to follow this with another sales letter, if we do not hear from Battaglia by October 10th. Therefore we place this carbon copy in Follow-up File in back of the tenth. (File the Carbon Copy in the Tickler).

October 1. **This is still Oct. 1.**

1 B

3. We wish to acknowledge the order of Gansom & Stevens, received today. We write an answer and Series 1 B is a carbon copy of the letter.

Take this carbon copy 1 B and place it in the folder with the first letter from Gansom & Stevens. (When letters are filed, the latest letter is placed on top; therefore this carbon copy will be on top of the white original).

Replace folder and letters in file.

Tickler

Each morning the file clerk (or Secretary) looks in the Tickler to see what is to be taken care of.

October 10. **Suppose today is Oct. 10.**

11 B

4. Look in the Tickler for any letters to be taken care of today. We find a carbon of the letter to Battaglia sent October first. (Series 11A). Remove it and place to one side.

As no answer has been received to this letter, we write another dating it with today's date, October 10. (Find Series 11 B which is a follow-up to 11 A). This carbon 11 B should now be filed in the Tickler under some future date, say the 17th. File it.

5. Now in order not to lose track of this letter, it will be necessary to take letter 11 A and in the lower right hand corner, the long way of the paper, write the date "October 17th". You will now file this carbon (11 A) in the Alphabetic File. To do so prepare a second folder writing the name L. Battaglia & Company and the address. Place carbon in folder and file in Alphabetic File.

If before the 17th Battaglia & Co. should answer our letter, we can look in their folder and find in the lower right hand corner of the top letter in this folder the date under which the next carbon has been filed.

October 10. **It is still Oct. 10.**

1 C 6. No check has been received from Gansom & Stevens.

We write them a collection letter (1 C is the carbon copy of this collection letter). As we wish to follow this up if no answer is received before October 17, we place the carbon, not in Gansom & Stevens' folder in the Alphabetic file, but in the tickler in back of the 17th. File Series 1 C in back of "17" in the tickler. In order not to forget where it was placed, we take Gansom & Stevens' folder and from this folder take the last carbon copy (1 B) and in lower right hand corner, long way of sheet, write "October 17". This tells us that a carbon copy is in the tickler under date of October 17. If before the 17th we wish to find this carbon, which we know is somewhere in the tickler, we merely look in the Alphabetic File and the last letter will have on it the Tickler date.

October 17. **It is now the 17th.**

11 C 7. No answer has been received from Battaglia & Company. On looking in the Tickler, we

find the carbon of letter we sent to them. Remove it, and file in Alphabetic File.
We write Battaglia another follow-up and letter 11 C is a carbon copy of this letter.
File it to come to our attention on the 20th. (File 11 B in Alphabetic File. Do not forget to make proper notation to show where carbon may be found).

1 D 8. There is also, in back of the 17th, a letter to Gansom & Stevens. (1 C) Read it. No answer has been received.
Take 1 D which is a follow to 1C.
File 1 C in Alphabetic File.
Place 1 D in back of date suggested in the letter.
Make proper notation as to where it will be found.

October 19.

11 D 9. On the 19th a letter is received from Battaglia & Company. (Series 11 D). It should be filed in the Alphabetic File and the carbon of letter sent to them, which is somewhere in the Tickler, should be found and filed with it. Be careful to place these two letters in proper chronological sequence.

1 E 10. A letter and check (1 E) are received from Gansom & Stevens on October 19. Somewhere in the tickler is a carbon of a letter demanding payment. Find this carbon and file with (1 E) in the proper place in the Alphabetic File.

CONCLUSION

If the work has been properly done, all letters and carbon copies will now be in correct consecutive order of dates in their two folders.

Place all letters aside for use in Numeric Filing.

Unit XIII.

NUMERIC FILING

A portion of a Numeric File together with a card index is represented by pages 93 to 105.

Preparation of Folders

You do not need folders but if you wish to use them, prepare them as explained on page 50.

Preparation of Index Cards

Tear sheets of paper about 3 inches by 5 inches. These are to be used as Index Cards in the work which follows.

Practice with File

Problem 1

Take the miniature letters used in Alphabetical filing.

Take letter of Bell Adding Machine Co.

The process of filing this letter numerically will be as follows:

Suppose folder 200 to have been used for the correspondence of some firm. Folder 201 is open for filing and we will use it for this copy. (If you have prepared folders, take one and place the number "201" in the upper right hand corner of the projecting back part.)

Mark "201" in the upper right hand corner of the letter;

201

Bell Adding Machine Co.

Next take one of the index cards (which you have just made) and write near the top, "Bell Adding Machine Co."

Below this write their address.

In the upper right hand corner put the number "201".

The index card will then look like this:

Bell Adding Machine Co. 201

Detroit, Mich.

Now place the **Letter** in the file in back of guide 200, and the **Card** in the index in back of B.

Problem 2

Next take the letter to the Great Northern Furniture Co.

What number was last assigned? What then is the next open folder?

Write the next open number in the upper right hand corner of this letter and file the letter.

Take an index card and fill out with name and address of firm and proper number—and file the card in the index.

Problem 3

Suppose now that other letters have been filed so that all folders are filled, up to and including 224. What number will be assigned to the next folder? Assign this next open number to the letter of the Dayton Adding Machine Company.

Note:—Placing the **Number** in the right hand corner of the letter is called "coding."

Writing the **Name of Firm and Number** on the card is called "indexing."

CROSS INDEXING

Cross indexing is just like cross referencing except that it is done on cards instead of on letter-size sheets.

As yet we have done no cross indexing but as this is the chief reason for the use of the Numeric File, let us consider several cases.

Problem 4

Find the letter of the Bell Adding Machine Co. by first looking up the card in the index and finding the number assigned them. Then look for that number in back of the proper numeric guide.

On looking the letter over it will be seen that reference is made to a Mr. A. E. Gody.

Now in order not to lose track of this reference we make out a card for Mr. Gody.

First. Make card for Gody, A.E., and on the line below write:

SEE
Bell Adding Machine Co. (the) 201

Replace the Bell Adding Machine letter and file the card of A. E. Gody in the index.

Second. Find the correspondence of the Dayton Adding Machine Co. Cross index under name of man who signed the letter. Replace Dayton letter and file Burrough's card in back of Bell card.

Third. Cross index the letter from The Great Northern Furniture Co. under the name of the president.

Replace Great Northern letter in its proper place.

File the index card.

Problem 5

Take the letters and carbon copies used in Follow-Up practice, page 55. Take any letter and place number "238," in the upper right hand corner. Take an index card (small sheet of paper 3 x 5 inches). Make out this index card for the letter you have chosen, placing the number "238" in the upper right hand corner of the card. (See illustration, page 62).

Do the same with the rest of the letters and carbon copies remembering that new correspondents will receive new numbers, but old correspondents retain the same number originally assigned to them.

File the index cards in the alphabetic card index, page 93. Place the letters and copies in their proper positions in the numeric file, page 101.

Do not remove letters from Numeric File pending further instructions.

Unit XIV.

CHARGING METHODS

PRACTICE WITH OUT GUIDE

Problem 1

Take a piece of paper, 6 x 8½ inches, and trace, close to the long edge, the heavy outline of the Out Guide shown in Fig. 33, Page 92. Also rule and letter as shown.

Refer to the Numeric File, page 101. In it are filed, in two folders, the correspondence with Gansom & Stevens and L. Battaglia & Co.

1. Find the carbon copy of a letter which M. Walter Adams wrote to L. Battaglia & Co., Detroit, Mich., on Oct. 10. Do not close the folder yet.

2. Note on your Out Guide your initials under "Taken by"; place the name "L. Battaglia & Co." under "Number, subdivision or name"; and today's date (not the date "Oct. 10") under "Date".

Why is today's date used rather than the date of the letter removed?

3. Put the Out Guide in the place of the letter which you have removed; close the folder and replace it in the file.

Practice With Requisition Slip

Problem 2

1. Take a card (or paper about 2½ x 4½ inches). On it copy this form:

Date.....

Name .....

Address .....

.....

Date of letter desired.....

Requested by .....

You will recognize this as the Requisition Slip described on page 29. You will note that it has a place for the "date of letter desired" in addition to the date on which letter was removed.

2. Replace the letter of L. Battaglia & Co. by looking in their folder, removing the Out Guide and slipping the letter back into its place.

3. Check off on the Out Guide your previous notation by drawing a line through the entire notation.

4. Fill in the Requisition Slip as though Mr. M. Walter Adams had requested the carbon copy of letter sent to L. Battaglia & Co. on Oct. 10.

5. As previously described, the Out Guide may have a metal frame for the reception of a Requisition Slip. In such a case, there will be no ruling or lettering on the Guide, except of course the word "OUT".

The Requisition Slip is placed in the frame (or pocket) where it stays until the Out Guide is removed, when it is taken from the pocket and destroyed.

6. Take the Requisition Slip which you have filled out in 4 (above). Refer to the files and find the letter named thereon. Remove this letter and attach the Requisition Slip to the Out Guide by bending over the corners of both as shown in Fig. 31. (It is understood that this is simply a way of attaching the Slip to the Guide because of the lack of a frame.)

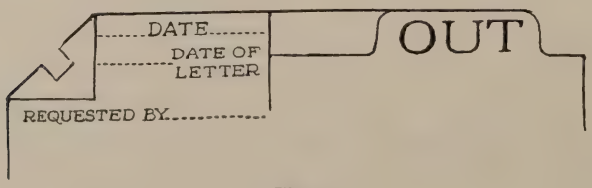


Fig. 31

7. Put Out Guide with Requisition Slip attached in place of carbon copy removed and close the folder, replacing it in its proper place in the practice file.

8. Imagine that Frank Elk has sent a requisition slip to the filing department, asking for the copy of letter sent to L. Battaglia on Oct. 10. Write down in your own words your complete procedure in such a case.

Problem 3

(To remove all letters from Numeric File for practice with Geographic Filing).

Find and remove the correspondence of:

1. Arthur Burroughs.
2. Great Northern Furniture Company.

Problem 4

A requisition slip has come to you asking for the letter of the Bell Adding Machine Co. What do you do?

Keep all letters for further use in Geographic Filing.

Unit XV.

GEOGRAPHIC FILING

PRACTICE WITH FILE

Pages 109 to 115 represent a Geographic File.

The label on the outside of the drawer shows the state, in this case Michigan.

The alphabetic guides are for town names and special sub-guides with city names are provided for the larger cities. (See DETROIT guide.)

A folder with any correspondence from DEXTER would be filed in back of D but no sub-guide would be provided unless the volume of correspondence warranted.

Names are written on the folder tabs in the following manner:

Battle Creek, Mich., Kellogg, W. W. & Co.

PROBLEMS

Problem 1

Write the following names as they should be written on the tabs of folders for geographic filing.

1. Springfield Gas and Electric Co., Springfield, Mo.
2. Frank R. Kane, Kennebec, Me.
3. Frances M. Spalding, Orange, N. J.

Problem 2

Copy the following picture of a folder tab and on it letter (or write) Number 1 (above).

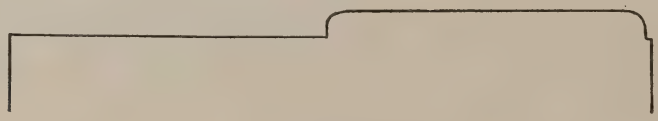


Fig. 32

In actual practice letters would be placed in folders with tabs lettered in this way. In filing our model letters, however, we will simply place each letter in its proper place (with letter head to the left.)

Problem 3

Take the letter of The Great Northern Furniture Co. and file in the Michigan drawer in back of G (for Grand Rapids.)

File the other five letters in their proper places.

Problem 4

Remove all letters from the file and as you do so, make a list showing city, state, name of correspondent.

Use the following form:

In back of B—Bay City, Mich., J. B. Shoe Co.

In back of D— .....

In back of G— .....

Problem 5

Type the following names and addresses on small card size sheets of paper, placing the address under the name as in a letterhead:

1. W. E. Hutton, Dillbury, Mich.
2. Cuneo Storage Co., Greenville, Mich.
3. W. M. Harper, Benton Harbor, Mich.
4. Chester M. Cloud, Grindstone City, Mich.
5. E. Kleister, Dexter, Mich.
6. Charles & Ernest, Inc., Grand Rapids, Mich.
7. Chas. Trout & Co., Detroit, Mich.
8. Rockwood Stove Co., Dowagiac, Mich.
9. Nash Textile Corp., Bessemer, Mich.
10. P. Brady & Son, Bay City, Mich.
11. Eissner & Co., Grand Haven, Mich.
12. J. Fox, Battle Creek, Mich.

File these cards in their proper places in the practice file, page 107, as you would if they were letters.

Problem 6 **CROSS REFERENCING**

The Spartan Electric Co. of Delhi, Mich., controls the Ajax Radio Company of Benton Harbor, Mich.

We have a great deal of correspondence with The Spartan Electric Co. and occasional letters from the Ajax Radio Co.

Explain how to file this correspondence.

Make out a cross reference sheet.

Keep all letters for use in Subject Filing.

UNIT XVI.

SUBJECT FILING

PRACTICE WITH FILE

Pages 119 to 123 represent a Subject File.

The tabs are labeled as follows:

ADDING MACHINES FURNITURE WEARING APPAREL

We are going to file the practice letters according to what they are written about.

If you had a complete letter before you, you would read it and judge its subject from the context.

It might be a letter from a furniture company but refer to a patent pertaining to John Smith and hence be filed under "Patents".

Hence in actual practice you would judge the classification, not from the letterhead but from a reading of the letter.

But for our purpose now, we will use the letterhead as a guide.

PROBLEMS

Problem 1

Sort your six practice letters copied from pages 51 and 52 so that those of the same classification will be together.

Next file the letters in back of their proper guides.

After filing—remove the letters from the file and as you take out each letter write down, on a form similar to the one shown below, the firm name under its subject.

Adding Machines .....

.....

Furniture .....

.....

Wearing Apparel .....

.....

Problem 2

On a sheet of paper about 4 x 7 inches copy the numbers and classifications on page 39.

Head it "How To Find a Book".

Keep it for reference. You will find it will save you time in looking up a book in the library.

Fiction books will be found under the heading "Fiction."

Problem 3

Make three columns, heading them:

(1) Clothing (2) Furniture (3) Household Appliances

Consult the following list and classify each article under the classification which fits it best:

radios
coats
vacuum cleaners
end tables
aprons
chairs
lamps
sewing machines
sleeping garments
davenports
bath tubs
refrigerators
radiators
hats
furs
clocks
hosiery
pianos
washing machines
shoes
electric toasters
gloves

List the following firm names as for filing, judging from the name the correct classification. (See model file for classifications):

Ault Williams Shoe Co.
Bay Side Wicker Shop
Burroughs Adding Machine Co.
Grand Rapids Desk Co.
Holt Chair Corp.
Knox Hat Co.
Selma Waist Co.
Tri-City Computing Machine Co.

Problem 5

Read the following letter. Decide which of the three classifications given in our model subject file is the one under which it should be filed.

KINGS COUNTY AUCTION ROOMS
Brooklyn, N. Y.

(Date.....)

Mr. M. Walter Adams
New York City.
Dear Sir:

We have some articles in our auction rooms which should prove of interest to you at this time.

There is one director's table in particular which was made for a large bank and would be excellent in an office.

There are also two office desks and swivel chairs in mahogany and several steel filing cabinets.

An Excelsior Adding Machine might also interest you.

Yours truly,
Kings County Auction Rooms.

Copy the above letter on a sheet of paper ($5\frac{1}{2}$ x $8\frac{1}{2}$) and cross reference it on another sheet as explained on page 43.

Then file the letter and cross reference sheet in the model file.

Clip all your model letters, folders, and Cross Reference Sheets together and hand them with your name written on the top paper, to your instructor.

Unit XVII.

THE TICKLER

Problem 1

Take two small cards (or paper cut to size of 2½ x 4 inches). Write on one:

"See Thompson on the 14th".

File this in the Tickler, page 100.

On a second card write:

"Call up Smith on the 18th".

File.

Each morning you look in the Tickler to see what memoranda have accumulated there.

If you are one who likes to be prepared, you may have filed the Thompson reminder in back of "13". This gives you warning a day ahead. On the morning of the 13th, you can place the card in back of 14 to be sure it will come to your attention.

Look through the Tickler till you come to the other reminder.

It is all very simple of course, but the Tickler is in use in every office and is a very important little file.

THE VISIBLE FILE

PRACTICE WITH FILE

On pages 127, 129 and 131 you have the representation of a Visible File.

Cut two pieces of paper 3 x 8 inches to represent index cards as shown by A-B-C-D on page 129.

At the bottom of one of these cards which you have just made type or letter "Jackson, Wm. H. & Co., 259 Hall Street, Dallas, Texas."

At the bottom of the second card, type or letter "Hammond, C. B., 49 Farnum St., Omaha, Nebraska."

Now lay these cards in their proper position in the practice visible file with the name and address of each showing at the bottom.

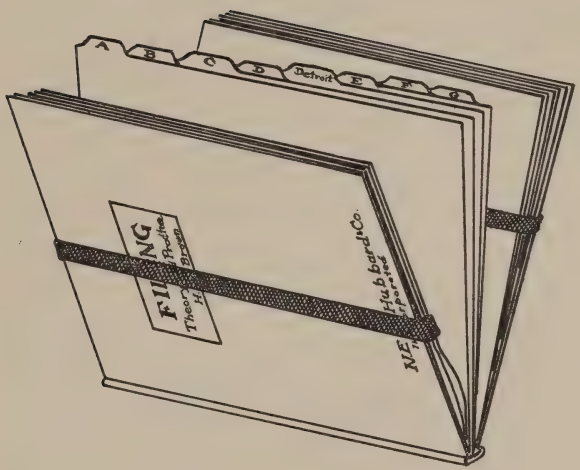
In an actual file you would tuck the lower edge of the card into a celluloid pocket represented by the line E-F, page 129.

This pocket being transparent allows the name to show through.

To consult a card, tip back the card or cards above it.

PRACTICE SECTION

FILES



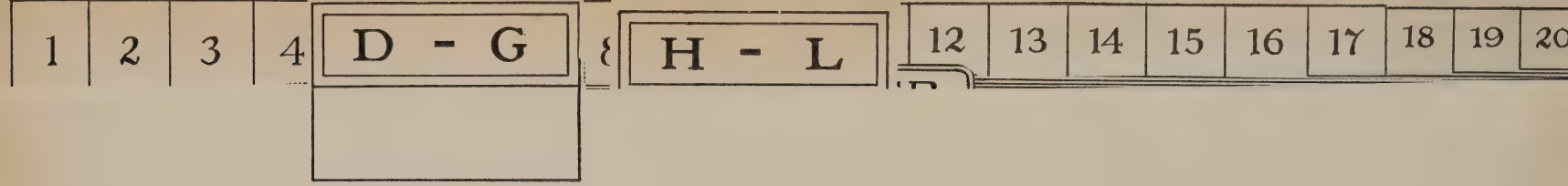
Practice files for filing letters by the Alphabetic, Numeric, Geographic and Subject methods are provided in the following pages. It is suggested that while a model file is being used, it can be separated from the rest of the book by placing a rubber band around that portion of the book in back of the model file and a second rubber band around the first part of the book as shown in the above illustration.

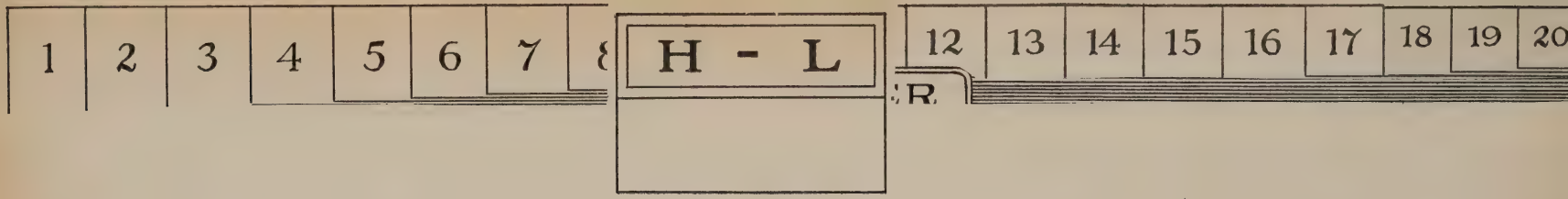
Practice Files

Alphabetic	Page 77	Geographic	Page 107
Follow-up	85	Subject	117
Numeric	91	Visible File	125

Alphabetic

A - L


1
2
3
4
D - G
H - L
12
13
14
15
16
17
18
19
20


1
2
3
4
5
6
7
H - L
12
13
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19
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11
12
13
14
15
16
17
18
19
20

Numeric

The Tickler

Out Guide

OUT

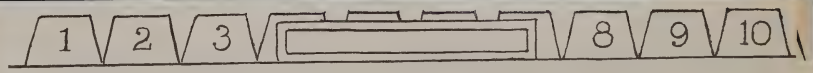
TAKEN BY	NUMBER, SUBDIVISION OR NAME	DATE	TAKEN BY	NUMBER, SUBDIVISION OR NAME	DATE	TAKEN BY	NUMBER, SUBDIVISION OR NAME	DATE

Fig. 33

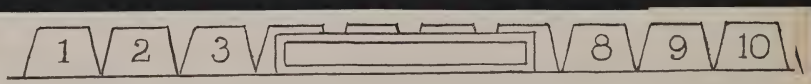
INDEX

C D E F G H I

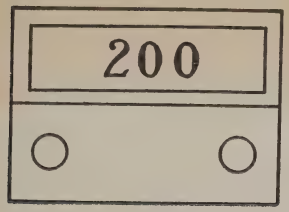
E
F
G
H
I



TICKLER



TICKLER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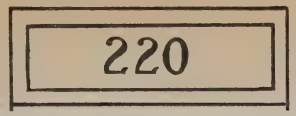
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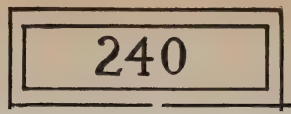
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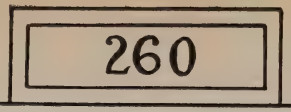
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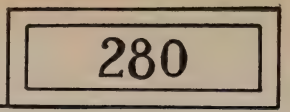
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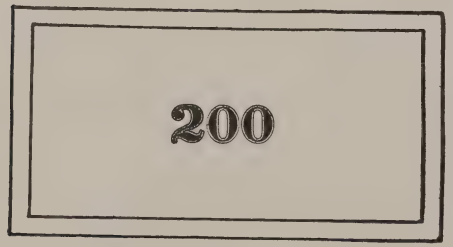
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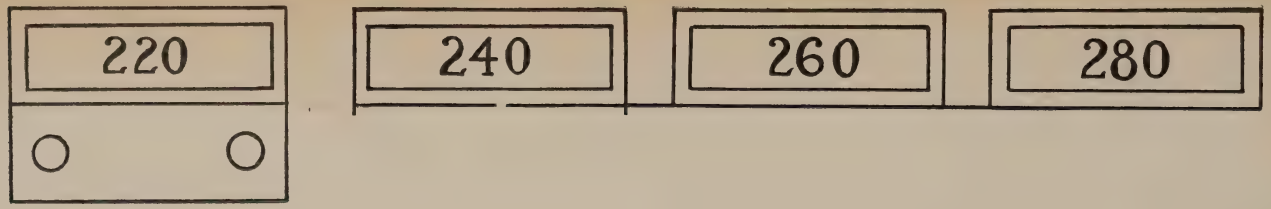
220
240
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280

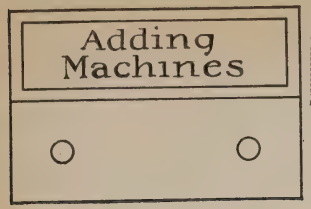
Geographic

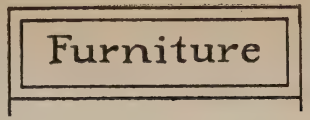
MICH.

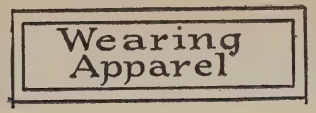
C D DETROIT F G

E
F
G

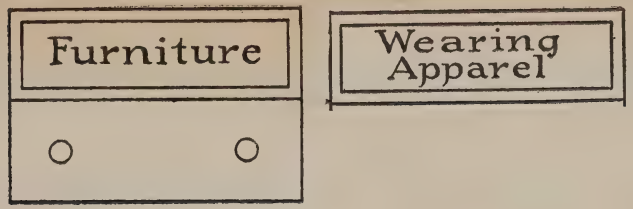
Subject







Adding Machines
to
Wearing Apparel


Furniture
Wearing Apparel

Wearing Apparel
○
○

Visible File

Signature _____

Business Address _____

Residence Address _____

Occupation _____

Firm Name _____

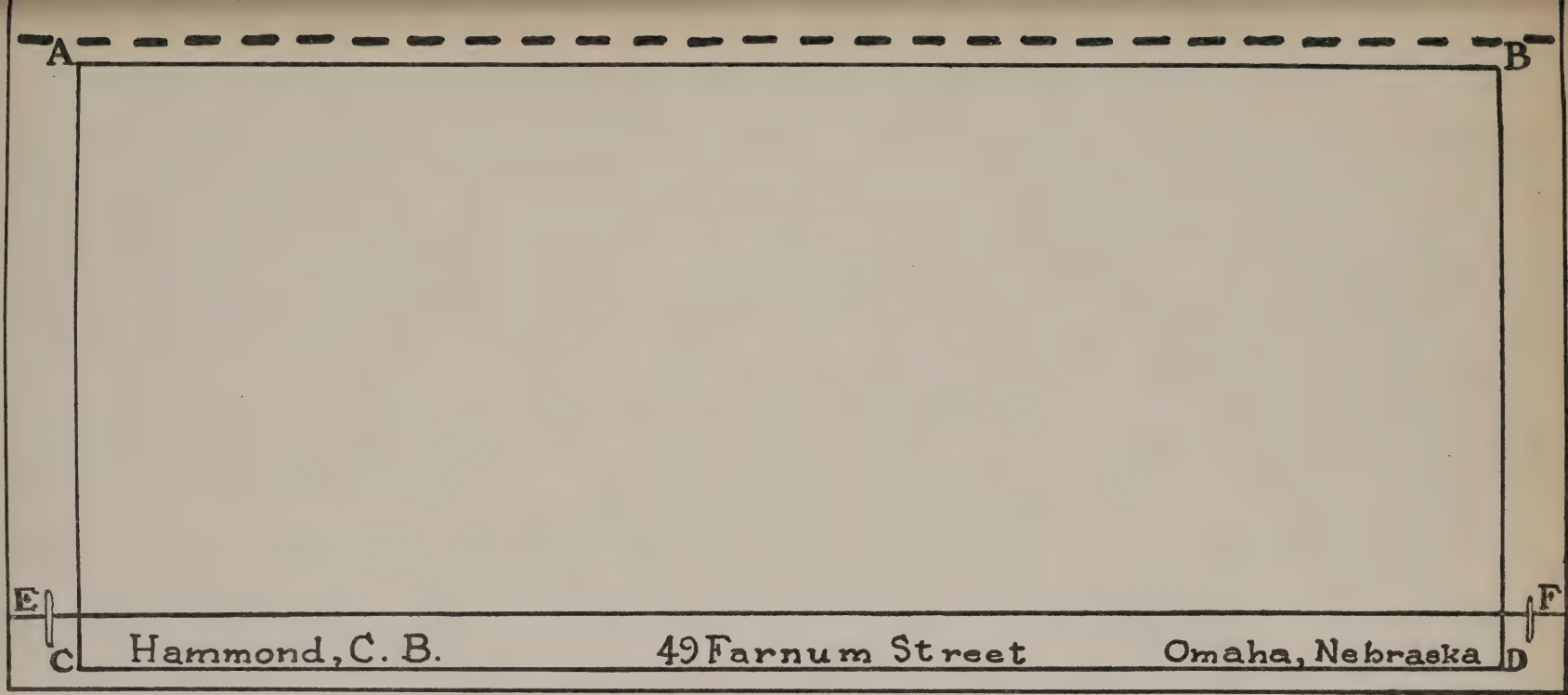
Date _____ Account No. _____

References

_____

_____

	Gotham Paint Works	223 Market Street	San Francisco, Cal.
"C"	Hammond, C. B.	49 Farnum Street	Omaha, Nebraska "D"
	Jackson, Wm. H & Co.	259 Hall Street	Dallas, Texas
	Kalten, M	1524 Locust Street	St. Louis, Mo.
	Kelter, R. O.	432 Fulton Street	Brooklyn, N.Y.
	Meister Land Co.	668 Broad Street	Newark, N.J.
	Rollins Press	88 Market Avenue	Canton, Ohio



Hammond, C. B.	49 Farnum Street	Omaha, Nebraska
Jackson, Wm. H & Co.	259 Hall Street	Dallas, Texas
Kalten, M	1524 Locust Street	St. Louis, Mo.
Kelter, R. O.	432 Fulton Street	Brooklyn, N.Y.
Meister Land Co.	668 Broad Street	Newark, N.J.
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Jackson, Wm. H & Co.	259 Hall Street	Dallas, Texas
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Kelter, R. O.	432 Fulton Street	Brooklyn, N.Y.
Meister Land Co.	668 Broad Street	Newark, N.J.
Rollins Press	88 Market Avenue	Canton, Ohio

Appendix

Supplementary Alphabetizing

Rules and Exercises

SUPPLEMENTARY ALPHABETIZING

Rules for Alphabetizing

A complete listing shall be regarded as consisting of seven parts which shall be considered in the following order in determining alphabetical precedence.

1. Surname (or proper name)
2. First given name or initial (or equivalent of either)
3. Second given name or initial (and other given name, if any)
4. Title (if any)
5. Business or residence designation
6. Street name (or equivalent)
7. Building number.

All punctuation marks shall be omitted except hyphens and apostrophes.

In the examples in the following sections the portion of the listing which determines the location of the listing is printed in bold face type.

A. Precedence of Words

1. Letters

One or more single letters used as words shall be treated as words in determining the precedence of listings.

Examples

1. A **A** Club
2. A **B** C Mfg. Co.
3. A **C** E Letter Co.

2. Words

The sequence of words shall be controlled by the alphabetical precedence of the first letter of each word, (examples 1 and 2), or of the second letters when the first are alike (examples 2 and 3), or of the third when the first and second are alike (examples 3 and 4), etc.

1. **A**zar
2. **B**all
3. **B**ell
4. **B**ess

3. Words of Unequal Length

When two words of unequal length are spelled alike up to and including the last letter of the first shorter word, the shorter word shall precede the longer word.

Examples

1. J
2. John
3. Johns
4. Johnston
5. Johnstone

4. Abbreviations

Such abbreviations as Chas., Co., Geo., Jas., St., (Saint), Wm., etc., shall be placed in the same alphabetical sequence as though spelled out in full. In the examples, the omitted portion of the word is shown in parentheses.

1. Cha(rle)s
2. Charter
3. Geoffery
4. Geo(rge)
5. S(ain)t
6. Sainz

5. Words Ending in "S"

The use of an apostrophe to denote possession shall not affect the precedence of listings.

1. Brook W B.
2. Brooke A L
3. Brookes' Restaurant
4. Brookes S M
5. Brooks A B
6. Brook's Bakery
7. Brooks' Garage

6. Numbers

Names made up of or containing numbers shall be spelled out in full (one thousand one hundred and seventy-five, etc.). Hyphenated numbers shall be treated as one word in determining the precedence of listings. The words "number" and "and" shall be disregarded in alphabeting and omitted from such listings. In the examples, the omitted portion of the listing is shown in parentheses.

1. Eighty-Sixth St. Garage
2. Five Hundred (and) Twelve Main St. Co.
3. One Hundred (and) Fourth Fld. Artillery
4. One Thousand One Hundred (and) Seventy-Five Maple Ave. Corp.

7. Ampersand Symbol (&)

The ampersand symbol shall not affect the precedence of listings.

1. Brown A D
2. Brown & Aldrich
3. Brown B C

8. Definite Article, Prepositions and Conjunctions

a. The definite article "The" shall be disregarded and omitted from directory listings except in cases where it is necessary for identification purposes.

b. In names of foreign origin, the article and word which follows shall be treated as one word in determining the precedence of listings.

c. Prepositions and conjunctions shall not affect the precedence of listings.

1. Miller T
2. Miller The Jeweler
3. Miller Thomas
1. Deramer C H
2. Der Amerikaner
3. Laigale E D
4. L'Aiglon Restaurant
1. Society of Arts & Sciences
2. Society for the Prevention of Cruelty to Animals

B. Precedence of Names

1. Names of Unequal Length

When two or more names of unequal length contain the same words up to and including the last word of the shorter name, the shorter name shall precede the longer name.

Examples

1. Brown G
2. Brown **George**
3. Brown George **A**

2. Individuals' Names Without Titles

a. The sequence of individuals' names without titles shall be determined by the surname (examples 1 and 2) or by the first given name (or initial) when the surnames are the same (examples 2 and 3) or by second given name (or initial) when the surnames and first given names are the same (examples 3 and 4), etc.

1. Colby C Samuel
2. Cooper James B
3. Cooper Leonard B
4. Cooper Leonard **C**

b. In Chinese names, the first word in the name as submitted shall be treated as the surname, except in cases where Chinese names include an English name which is definitely known to be a given name. In such instances the English given name shall be treated as a given name.

1. On Sing
2. Shong Bink Laundry
3. Sing Charlie
4. Sing Fong Lung
5. Sing Hep
6. Sing Ling

3. Firm Names

a. The sequence of firm names which are made up of a combination of a surname, the given name or initials of one or more individuals and such words as "Inc.," "& Bro.," "& Co.," "& Son," etc., shall be determined as in paragraph 2 above, the words "Inc.," "Bro.," "Co.," etc., determining the sequence in cases where the surnames and given names are the same.

1. Lincoln A
2. Lincoln A. Creamery Co.
3. Lincoln A Inc
4. Lincoln A B
5. Lincoln A B Art Co.
6. Lincoln A B & Co.
7. Lincoln A B & Son
8. Lincoln A B **C**
9. Lincoln Art Co

b. The sequence of firm names composed of a surname and the given name or initial of one or more individuals and such words as "Art Co.," "Creamery Co.," "Lumber Co.," etc., shall be determined as outlined in 2 above. The words "Art Co.," "Creamery Co.," etc., determining the sequence in cases where the surnames and given names are the same.

c. The sequence of firm names not composed of a surname and the given name or initials of one or more individuals shall be determined by the first word of the firm name or by the second word when the first are the same or by the third when the first and second are the same, etc.

4. Organization or Institution Names

The sequence of names of organizations or public institutions named after individuals shall be determined by the order of the letters or words comprising their legal names.

1. Henry Ford Hosp.
2. Woodrow Wilson Club

5. Names Containing Hyphens

a. Firm or Trade Names With Hyphens
Firm or trade names which are composed of syllables, words or letters which are joined by one or more hyphens shall be treated as one word in determining the precedence of listings.

1. Thirty-Day Business College
2. U-Drive-It Garage
3. Ukrainian Book Co
4. U-Need-A Cleaners
5. Up-Stairs Dress Shop
6. Up-to-date Vulcanizing Co

b. Individuals' Names With Hyphens
When the hyphen is used to connect two or more names in an individual surname or between the surnames of partners such names shall be treated as two or more separate words in determining the precedence of listings.

1. Evers-Harper Co
2. Evers Harper D
3. Evers Harper M L
4. Eversharp Products Inc.

6. Names beginning with "M", "Mac" and "Mc"

Names beginning with "M", "Mac" and "Mc" shall be alphabeted as spelled and the surname including the "M", "Mac" or "Mc" shall be treated as one word in determining the precedence of listings.

1. Macdonald B J
2. MacDonald E W
3. Mansfield Walter
4. McCall Richard
5. McDonald C. M.
6. McDonald Wm
7. M'Donald D E.

7. Same Names Spelled as Two or More Words

Names which are known to be locally spelled as both one or more words shall be treated as one word in determining the precedence of listings. In such cases a cross reference shall be placed where the listing would appear if treated as two words. For example, "New Castle", see "Newcastle."

1. Lockport Engine Co
2. Lock Port Fisheries
3. New Castle Apts
4. Newcastle Hotel
5. North Packing Co
6. Northeastern Body Co
7. North Eastern Security Co

8. Names with Prefixes

Names which are compounded with prefixes, such as D', De, Del, Di, Fitz, L', La, Los, O', San, Santa, Van, Van Der, Von, Von Der, and other similar prefixes shall be treated as one word; the apostrophe, the hyphen, the space or capitalization, if any, being disregarded in determining the precedence of listings.

1. Damata J
2. D'Amato P
3. D'Arcy A C.
4. De Lamar A D
5. De La Mare A D
6. de Peyster W Stagworth
7. Fitzpatrick T. M.
8. Fitz-Patrick W K

C. Precedence of Listings

1. Individuals' Names With Titles

When titles such as Miss, Mrs., Dr., Rev., Jr., etc., are used in addition to the names of individuals, such titles or designations shall be placed after the entire name and shall determine the sequence in cases where the names are the same.

Examples

1. Jones Wm
2. Jones Wm **Mrs.**
3. Jones Wm **B**
4. Jones Wm B **Rev**
5. Jones Wm B **Sr**
6. Jones Wm B **A**

2. Designations

When two or more listings are alike up to the business or residence designation, if any, the sequence of the listings shall be determined by the designations which shall be considered as if spelled out in full. A residence listing of a subscriber whose residence and business listings are under the same name shall be indented under the business listing (examples 2 and 3), the word "Residence" or "Res." being used in lieu of the subscriber's name.

1. Weed H V Iwyr
2. Weed H V **rl** est Main
3. **Residence** Bedford rd
4. Weed H V rl est **Pine** rd
5. Weed H V **r** 2 Main
6. Weed H V **survyr**

3. Address

When two or more listings are alike up to the address, the sequence of the listings shall be determined by:—

a. The street name, the named streets preceding the numbered streets, the former arranged alphabetically and the latter numerically.

1. Bennet Wm groc 38 Poplar
2. Bennet Wm groc
   21 **S**ycamore
3. **C**olumbia Cigar Stores
4. 1121 Alpine
5. 24 **B**ennet
6. 3 **C**harles
7. 21 **4**th
8. 6 **5**th

b. The thoroughfare designation (av., blvd., rd., etc.) in cases where the street names are the same. In cases where listings are the same up to the thoroughfare designation, the abbreviation "st." for "street" shall be shown where applicable.

1. Swift Bros
2. 81 Houlton **av**
3. 61 Houlton **ct**
4. 101 Houlton **st**

c. The directional designations E (East), W (West), etc., in cases where street names and thoroughfare designations are the same.

1. Walthers W A r 35 E Pine
2. Walthers W A r 18**W** Pine
3. Webster's Chain Stores
4. 24 **B**elmont
5. 31 S **D**unlop
6. 48 S. **E**lm
7. 14 **W** Elm

d. The building number in cases where the street name, thoroughfare and directional designations are the same.

1. Butler A M groc
   101 W Spruce av
2. Butler A M groc
   1106 W Spruce av
3. Butler **B**ros
4. **10** N Main
5. **180** N Main
6. **3176** N Main

SUPPLEMENTARY ALPHABETIZING EXERCISE

The correct arrangement of the following names, addresses and telephone numbers requires a thorough understanding of the previously learned rules for alphabetizing as used in listing.

Type or write each of the following names on a separate slip of paper and then arrange them correctly according to the rules in the preceding chapter.

McDonald Wm r 93 Beacon ..... WES t-7428
Au Werter John T
ofc Un Tr bldg ..... MAI n-4939
Residence 20 Clark ..... ROX bury-2173
Brown's Garage 55 Beacon ..... WES t-5698
Eighty-Sixth St Garage
21 Arnold ..... WAT kins-7245
Cooper Jas B r 23 Clark ..... ADA ms-3104-W
Johnstone Geo C r 108 Clark ..... MAI n-0281
Ste Claire Salt Works
705 State ..... ADA ms-7200
Lincoln Art Co 864 Pearson ..... MAI n-7847
Deramer C H r 312 E 112 ..... LEH igh-0721
North Eastern Security Co
2417 Clark ..... WES t-4289
MacDonald E W phy 27 Beacon WES t-2741
Jones Wm r 440 Arnold ..... BEL mont-7342
Lincoln A Creamery Co
144 Walnut ..... WAL nut-1043
Evers-Harper M L 89 Walnut ... WES t-2761
Brown G r 437 Park rd CLEveland-1707
Eversharp Products inc
2851 Arnold ..... ADA ms-9541
Lincoln A Inc 220 Allen ..... LIN coln-0706
Sing Fong Lung 814 Beacon ..... MAI n-541
Cooper Leonard B
r 8148 Beacon ..... CON gress 4630-J
D'Amato P r 336 North ..... WES t-8375
Brookes S M r 42 Tyler ..... MIL ton-2792
Jones Wm B Sr 24 Main ..... MYS tic-0440
U-Need-A Cleaners
100 Grant av ..... LIN coln-2814
Ukrainian Book Co 415 Beacon MAI n-2461
Up-To-Date Vulcnzg Co
25 Beacon ..... MAI n-1528
McDonald C M r 97 State BEL mont-7163
Evers Harper D Dr
2358 Park av NORth-9845
Johnston G S r 52 Arnold BEL mont-8743-M
Five Hundred Twelve Main St Co
512 Main ..... MAD ison-0025
One Thousand One Hundred Seventy-Five
Maple Av Corp 1175 Maple MIS sion-1144
U-Drive-It-Garage 951 Clark NOR th-1582
Henry Ford Hospital
17 W 24 ..... WAT kins-0723
A A Club 50 Congress ..... MAI n-0320
Lockport Engine Co
781 Walnut ..... MYS tic-2401
Browns Geoffrey 27 Park av BEL mont-0504
McDonald D E
lwyr 44 Park av ..... LIN coln 7923
Lincoln A B & Son 30 Clark ..... NOR th-3315
Brown Geo A r 1220-8th ..... WES t-5920
Bennett Wm
groc 21Sycamore ..... MYS tic-0509
McCall Richard
r 427 North ..... LIN coln-1819-W
John J L meats 55 Beacon ..... LIN coln-2281
Brown Henry A r 66 Park av ADA ms-1548
Brook's Bakery 12 Park av BEL mont-0704
De Peyster W Stagworth
643 North ..... BEL mont-9328
Jones Wm B A r 127 North CON gress-7492
Saint George Hotel 23 State ..... WES t-0101
Up-Stairs Dress Shop
15 State ..... BEL mont-1582
Miiler Thomas 2432 Arnold ... BEA ch-3244
Fitzpatrick T M
furn 77 Arnold ..... ADA ms-4691
D'arcy A C r 7701 Walnut ..... MYS tic-2736
Sing Charlie 841 Park av ... BEL mont-1393
One Hundred First Signal Bat
25 State ..... LIN coln-6250
Bennett Wm groc 33 Poplar ..... MAI n-7138
Brooks A B r 76 Tyler ..... MIL ton 7369
Lincoln A B Art Co
329 North ..... CON gress-3932
L'Aiglon Restaurant 711 North WES t-1336
Brownes Bakery 326-9th av ..... NOR th-4857
Sociey for the Prevention of Cruelty
to Animals 27 Main ..... MAI n-1791
Colby C Samuel r 31 Walnut BEL mont-5687
Lincoln A B C r 1918 Beacon ..... MAI n-0266
Swift Bros
81 Houlton av ..... LIN coln-3423
61 Houlton ct ..... LIN coln-2766
101 Houlton st ..... LIN coln-4463
St Jean John L r 741 Walnut NOR th-3815
Jones Wm B r 12 Main ..... MYS tic-2739
Damata J meats 1417 Arnold MIL ton-0615
Abbot Louis A atty
501 Main ..... SOM erset-1962-R
Brook W B r 16 Poole ..... MYS tic-0709
One Thousand Two Hundred Six Pine Bldg
1206 Pine ..... WES t-4040
New Castle Apts 16 Lorain ... LIN coln-7293
Cooper Leonard C
r 1638 North ..... MYS tic-2095
Laigle A D 431 Beacon ..... ADA ms-2441
Brown Geo groc 2427-1st Ave POT omac-1209
Newcastle Hotel 24 Lorain ... LIN coln-0070
Der Amerikaner
pub 175 Bdwy ..... COR tland-7250
North Packing Co. 48 Beacon ADA ms-4940
One Hundred Fourth Field Artillery
452 Clark ..... WES t-7618
De La Mare A D r 934 Walnut WES t-7564
On Sing 45 Clark ..... WES t-521
Mansfield Walter
atty 1210 Park av ..... BEA ch-5934
Lincoln A B 833 Grant ..... BEL mont-9763

Walthers W A r 18 W Pine **DRY Dock-3721**
One Hundred Seventy-Five Mich Av Corp
175 Mich av ..... **MAI n-8419**
Mt Wachusett Observatory
56 Pk av ..... **AD ms-10078**
St Agnes Church 94 Beacon ..... **MAI n-7942**
Aaron Neal Dr. 24 North **WEY moth-1886-M**
Northeastern Body Co
208 Arnold ..... **BEL mont-4271**
Johnston Chas r 324 Arnold **BEL mont-4812**
Brown & Aldrich Co
1629 Colb rd ..... **FRA nklin-7554**
Walthers W A r 35 E Pine **DRY Dock-2463**
Butler A M
groc 101 W Spruce av ..... **NOR th-0730**
Lincoln A B & Co 427 Beacon **LIN coln-1565**
Columbia Cigar Stores
1121 Alpine **CON gress-0704**
24 Bennett ..... **DOU glass-2920**
3 Charles ..... **ORE gon 2765**
21-4th ..... **LOM bard-0076**
6-5th ..... **MYS tic-2726**
Abley N M r 158 Putnam av **CONg ress-9030**
Alden Morris Mrs
nurse 15 Orange ..... **PAR kway-9155**
Johnston L C & B D 841 North **MAI n-4812**
Browne H A
r 3803 Huntington ..... **COL umbia-2382**
Browns Geo 4869 Grant av ..... **BEA ch-1924**
Butler A M
groc 1106 W Spruce ..... **NOR th-2345**
Sing Ling Lndry 814 Clark ..... **LIN coln-4821**
Lockport Fisheries
501 Beacon ..... **BEA ch-3932**
Adams John L r 23 Belden **COL umbia-8106**
De Lamar A D
atty 876 Pack av ..... **LIN coln-7586**
Johns Frank L r 323 Arnold **BEL mont-1821**
Thirty-Day Business College
121 Pine ..... **DRY dock-0506**
Society of Arts and Sciences
725 Beacon ..... **BEL mont-4736**
Sani-Pakt Corp 411 Beacon **BEL mont-4544**
Macdonald B J
groc 51 State ..... **BEL mont-4634**
A C E Letter Co 96 State ..... **MAI n 0360**
Weed H V lwyr 26-3rd av ..... **MAI n-4604**
Brown B C r 10 Poole ..... **MYS tic-0070**
Webster's Chain Stores
24 Belmont ..... **SPR ing-0710**
31 S Dunlop ..... **LIN coln-2721**
14 S Elm ..... **WES t-2221**
48 W Elm ..... **WES t-0040**
34 N 5th av ..... **ORE gon-4521**
32 S 5th av ..... **ORE gon-3725**
Jones Wm B Rev r 14 Main ..... **MYS tic-0040**
A B C Mfg. Co 57 State ..... **MAI n-0027**
Brookes' Restaurant
33 Walnut ..... **BEL mont-0719**
Miller T 683 Grant ..... **LEH igh-7141**
Brooks' Garage 55 Beacon ..... **WES t-5678**
Brown A D
r 1334 Jefferson av ..... **WES t-7292**
Miller The Jeweler 828 Walnut **MAI n-2419**
Weed H V rl est 4 Main av ..... **MAI n-3604**
Residence 7 Bedford rd **LIN coln-9841**
Fitz-Patrick W K r 621 North ... **MAI n-4447**
Butler Bros
10 N Main ..... **SUT ter-3720**
180 N Main ..... **SUT ter-2943**
3176 N Main ..... **SUT ter-7361**
4-10th ..... **FIL more-0703**
301-10th ..... **FIL more-7423**
Lincoln A 12 Grant av ..... **ADA ms-2421**
Browning D S
office 199 Walnut ..... **LIN coln-4968**
Brooke A L r 27 Brown av ..... **LIN coln-2643**
Shong Bink Lndry 85 State ..... **WES t-4789**
A A A Certified Milk Co
1801 Beacon ..... **Mal den-1213-R**
Jones Wm Mrs r 6 Main ..... **MYS tic-7245**
Beech-Nut Mfg Co
857 Beacon ..... **KEN more-3740**
Evers-Harper Co 985 Clark **BEL mont-4953**
One Hundred Sixteenth St Holding Corp.
489 Arnold ..... **LIN coln-2500**
Sing Hep r 8142 Arnold ..... **ADA ms-1841**
One Hundred Twenty-Third St Corp.
4-123rd ..... **WOR th-7106**
A A Electric Mfg. Co 53 State ... **MAI n-6447**

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Date Due

MY 20 '53			
[redacted]			
[redacted]			
[redacted]			
[redacted]			
MAY 2 2 '61			
[redacted]			
[redacted]			

Lift
This
Corner

LIBRARY OF PRINCETON
JUN 27 1934
THEOLOGICAL SEMINARY

KEY

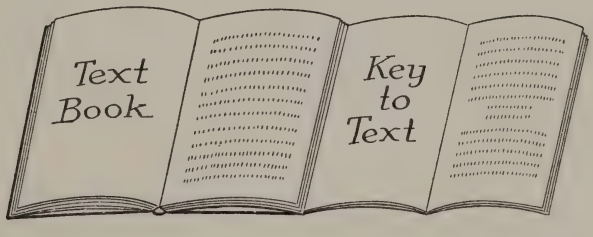
to

FILING

Theory and Practice

by

H. S. Brown



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KEY
THEORY SECTION

FILING THEORY

Alphabetizing

EXERCISE I.

Page 13

Problem 1

Austin	Autem	Ayers
Australian	Autler	Ayrey
Austrian	Axel	Azzara

Problem 2

A.A.A.	Badgley	Millionaire
Aarsher	Bradish	Million Dollar
Acme	Mallory	O'Connell
Adams	MacPherson	Ogden
B & B	McMein	Oldsmobile
B & S	McMichael	Old Town
Babst	Meacham	

Problem 3

D & A Clothing Co	D & B Fur Corp.
D. A. Trucking Co.	D & B Import Co.
D. B. Dye Works	D & B Machine Co.

Problem 4

B & A Dress Co.
B & A Express Co.
B & A Glass and Shade Co.
B & B Bakery
B & B Cafeteria

Page 14

Problem 5

Daas	Daca Radio
D'Abramo	Dacey
Dabrowski	Dache

Problem 6

Baab, Josephine	Babe Ruth's Shop
Baache	Bab Frocks
Baake	Babor
Babani	Babson, Roger
Babb, Arnold	Bach, Julian
Babb, Fred	Bach, Lee
Babbin	B & F Scrap Iron
Babbott	B & G Candy
Babby	B. G. & B. Realty
Babe, Alicia	B. G. & F. Coat Makers

EXERCISE II.

Page 14. **(Finding Names in the Telephone Book)**

Prepare a list of names from the telephone book for the students. For your own convenience in checking, note the page on which each name appears. Omit the page numbers on the students' list.

The list should include apartment house names and municipal names. Here is a sample list from a telephone book:

Abels Wasserberg & Co. ..... Page 19
Abrams, Rae 21
Apartment 16 Marble Hill 63
(listed under A and then indexed under name of street)
Apartment West 196th St. 150 67
Bradstreet Co., The 180
DuBois, H. W. & Co. 385
N. Y. City of
Education-Board of
Schools
DeWitt Clinton High School 1063
Evander Childs High School 1063

QUESTIONS

Page 19

1. Carbon copies. 2, 3, 4. See definitions page 2. 5. Holds more letters. 6. By Follow Blocks (Compressors.) 7. By the word COPY printed on the paper used for carbon copy. 8. The alphabet. 9. Latest letter on top. 10. In the Mc section if one is provided; otherwise in back of Mac. 11. Mac. 12. E. E. E. Tailoring Co. 13, 14. See text.

EXERCISE III.

Page 20

CROSS REFERENCE

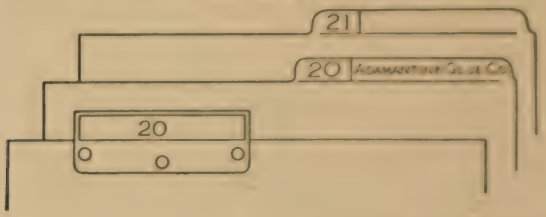
Name
West Camera Co.

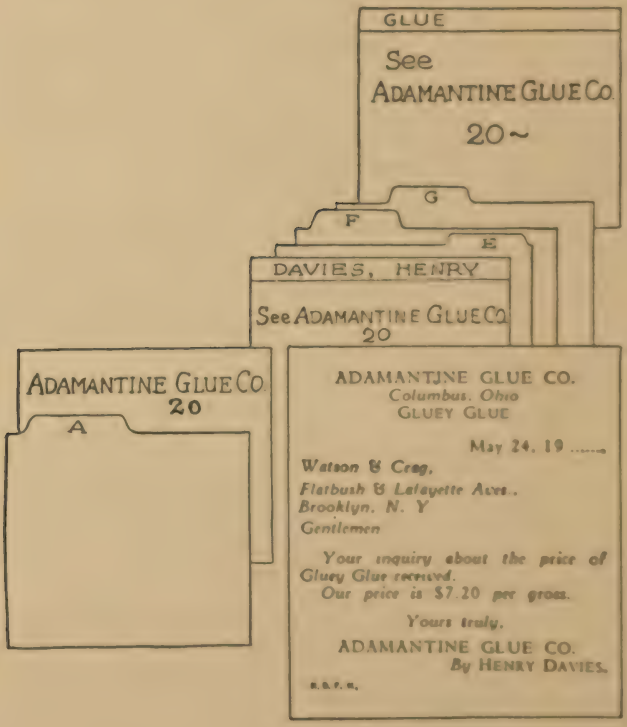
SEE
East Mfg. Co.

Page 26

1. Alphabetically. 2. Numerically 3. Cross referencing 4. To enable the filer to cross index; i. e., to keep track of a letter in more than one way. 5. Takes longer.

EXERCISE IV





Page 32

QUESTIONS

1. Where location is of first consideration it is useful to file geographically.
2. Yes and often are.
3. Location.
4. No. Sections of a city, or countries may form a geographical division.
5. No. They are for town names.
6. For names of firms.
7. Not unless there is sufficient correspondence to warrant. Usually the individual folder is used for several firms in one town.
8. Yes. Town names are cross referenced—not firm names.

EXERCISE V.

Page 33

Problem 1

Ledger Accounts Geographically Indexed.

1. Akron, Ohio, Wall Press, The
2. Cincinnati, Ohio, S. Cowan & Co.
3. Cincinnati, Ohio, M. Stuart & Co.
4. Cleveland, Ohio, Blaw-nox Co., The
5. Dayton, Ohio, National Cash Register Co., The

Problem 2

State	County
Alabama	Cherokee
	Clay
	Franklin
	Montgomery
Arizona	Apache
	Santa Cruz
	Yuma
Arkansas	Ashley
	Baxter
	Calhoun

Page 33

Problem 3

Apache, Ashley, Baxter, Calhoun, Cherokee, Clay, Franklin, Montgomery, Santa Cruz, Yuma.

Page 34

Problem 4

1. Ashtabula	6. Chillicothe	11. Dayton
2. Barberton	7. Cincinnati	12. Elyria
3. Bellaire	8. Cleveland	13. Findlay
4. Bellevue	9. Coshocton	14. Fremont
5. Canal Dover	10. Cuyahoga Falls	15. Galion

Problem 5

1. Principal division ..... Indiana
2. Alph. Sub-division ..... E
3. Label—City Sub-division ..... Elkhart
4. Label of Folder ..... Elkhart, Ind., E. R. Bowles & Co

EXERCISE VI.

Page 36

Lynbrook, N. Y., Westwood Builders, Inc.

Valley Stream, N. Y.
Long Island Fence Co.

SEE
Lynbrook, N. Y.
Westwood Builders, Inc.

Jamaica, N. Y.
Cupples Plaster Co.

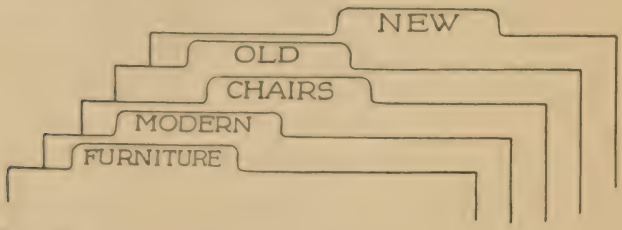
SEE
Lynbrook, N. Y.
Westwood Builders, Inc.

Page 37 Questions

1. Yes. Seed catalogs would come under Seeds, Machinery catalogs under Machinery, etc. 2. The chances are that every student has had experience with a subject file in the library, where books are arranged primarily according to subject; thus, Reference, Fiction, History, etc. 3. Yes.

Page 45 Exercise VII.

Problem 1



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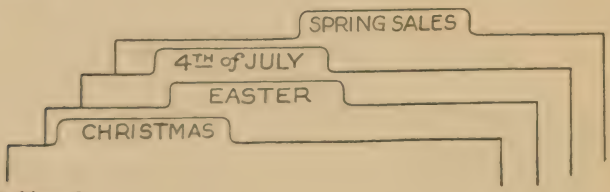
Problem 2



Problem 3

Envelopes		
	Connecticut Valley	(1)
	Diemer, John	(9)
	Transo	(5)
Lighting Fixtures		
	American	(6)
	Empire	(7)
	Liberty	(3)
Office Equipment		
	American	(8)
	Knickerbocker	(10)
	Metropolitan	(2)
	Smith	(4)

EXERCISE VIII.

Page 41

Games of the Playground—Bancroft 796B
Secrets of Magic—Blackstone 793B
Athletics of Today—Webster 796W

Selected Poems by Conrad 811C
The Poems of Eugene Field 811F
Holmes Poetical Works 811H
Whittier's Poetical Works 811W

History of the U. S.—Rhodes 973R
A History of American Government—Rugg 973R
The Rise of the American People—Usher 973U
British Exploits in South America—Koebel 980K

Page 47 Transferring—Public Service.
This is Periodic Transfer.

Page 47 Questions.

1. The process of removing inactive correspondence from the files to a place where it can be kept for a time.

2. Periodic—at regular intervals, such as the end of the month or year.

Perpetual—whenever correspondence is known to be complete.

3. In periodic transfer, they are placed in the transfer case in the same order they were in, in the filing cabinet.

In perpetual transfer each folder is numbered when it is placed in the transfer case and of course indexed.

4. "A—Z" or Dates.

KEY

PRACTICE SECTION

UNIT XI.

FILING PRACTICE

ALPHABETIC

Page 53

Problem 1

Student should now have in back of A-C, 1 letter
D-G, 3 letters
H-L, 2 letters.

Problem 2

CROSS REFERENCE
Dayton Adding Machine Co. (The)
SEE ALSO
J. B. Shoe Co. (The)

Note:—Because some correspondence will be found in the Bell Adding Machine Co. folder, SEE ALSO is used in the Cross Reference Sheet.

Page 54

Problem 3

CROSS REFERENCE
Bell Adding Machine Co. (the)
SEE
Dayton Adding Machine Co. (the)

Note:—Because no correspondence will be found in the Bell Adding Machine Co. folder, SEE is used on the Cross Reference Sheet.

Problem 4

Removing the correspondence of the Bell Adding Machine Co. will involve first finding and removing Cross Reference sheet which says, "SEE Dayton Adding Machine Co."; then turning to Dayton Adding Machine Co. and removing Bell Adding Machine Co. and Dayton Adding Machine Co. together.

UNIT XII.

FOLLOW-UP

Page 57

ORDER OF STEPS IN FOLLOW-UP

1. October 1— 1 A in folder in back of G

Page 58

2. " 1—11 A carbon " " " 10
3. " 1— 1 B carbon " " " G
4. " 10—11 B carbon " " " 17

Page 59

5. " 10—11 A carbon " " " B
6. " 10— 1 C " " " 17
7. " 17—11 C " " " 20

Page 60

(Remove 11 B)

8. " 17—(Remove 1 C)
1 D " " " 20
9. " 19—11 D " " " B

(11 C, which is in back of 20, is found and filed in back of B).

10. October 19—1 D is found in back of 20 and filed with 1 E in Gansom and Stevens' folder.

Page 60 "Conclusion",

Following is the order of letters as they should appear in the folders:

1. In L. Battaglia Folder
Top Letter—11 D
11 C
11 B
11 A

11. In Gansom & Stevens' Folder
Top Letter—1 E
1 D
1 C
1 B
1 A

Instruct students to sign their names to the two folders containing letters and carbon copies and hand them in for credit.

The letters should be returned to student for use in Numeric Filing.

UNIT XIII.
NUMERIC FILING

Page 61

Problem 1

Explained in text, page 61.

Page 62

Problem 2

Number last assigned was 201 (to Bell Adding Machine Co.) Next open folder is 202.

Card should read: Great Northern Furniture Co. Grand Rapids, Mich. 202. It is filed in Index in back of G. The letter is placed in back of guide 200 and also in back of letter numbered 201.

Problem 3.

Dayton Adding Machine Co. (The) 239
Grand Rapids, Mich.

CROSS INDEXING

Page 63 **Problem 4.**

Find letter of Bell Adding Machine Co. by looking first in index and finding their number; i. e., 201. Then look in back of guide 200

Second. Burroughs, Arthur
SEE
Dayton Adding Machine Co. 239

Third. Daly, F. R.
SEE
Great Northern Furniture Co. 202

If everything has been filed properly the file will now contain:

In back of 200
Bell Adding Machine Co. 201
Great Northern Furniture Co. 202

In back of 220
Dayton Adding Machine Co. 239

In index

Back of B
Bell Adding Machine 201
Burroughs—SEE Dayton 239

Back of G
Gody, A. E. 201
Great Northern 202

Back of D
Dayton Add. Mach. 239
Daly, SEE Great Northern 202

Problem 5

This gives practice in filing numerically and uses the letters prepared for Follow up practice. It can only be checked by inspection of the Numeric Practice File.

Unit XIV.

CHARGING METHODS

Page 65

Problem 1

Carbon copy used by student for the practice with Out Guide should be 11B.

Problem 2

No. 8.—Procedure upon receipt of Requisition Slip asking for a letter which is found to be out of the files:

Look up letter. Find Out Guide.

Requisition Slip shows that Mr. Adams has the letter.

Go to Mr. Adams.

If he is through with it, get the letter and take it to Mr. Elk. If Mr. Adams is not through with it, notify Mr. Elk of the fact.

Page 67

Problem 3

Student removes letters from Numeric File.

Problem 4

On looking up Bell Adding Machine, we will find an OUT guide.

Unit XV.

GEOGRAPHIC FILING

Page 68

Problem 1

Kennebec, Me., Kane, Frank R.
Orange, N. J., Spalding, F. M.
Springfield, Mo., Springfield Gas & Elec. Co.

Page 69

Problem 4

In back of B
Bay City, Mich., J. B. Shoe Co.
Battle Creek, Mich., Everlasting Hosiery Co.

In back of D
Detroit, Mich., Bell Adding Machine Co.
Dexter, Mich., Hastings Furniture Co.

In back of G
Grand Rapids, Mich., Great Northern Furniture Co.
Grand Rapids, Mich., Dayton Adding Machine Co.

CROSS REFERENCING

Problem 6

Benton Harbor, Mich.
Ajax Radio Co.
SEE
Delhi, Mich.
Spartan Electric Co.

UNIT XVI.

SUBJECT FILING

CLASSIFICATION

Page 70

Problem 1

Adding Machines
- Dayton
- Bell

Furniture
- Hastings
- Great Northern

Wearing Apparel
- J. B. Shoe Co.
- Everlasting Hosiery Co.

Page 71

Problem 2

Preparation of card—"How to Find a Book."

Problem 3

(Note:—An appliance is a device or instrument.)

Clothing
- shirts
- hosiery
- gloves
- sleeping garments
- aprons
- coats
- furs
- hats

Household Appliances
- refrigerators
- radiators
- vacuum cleaners
- bath tubs
- washing machines
- sewing machines
- electric toasters

Furniture
- radios
- davenports
- end tables
- chairs
- clocks—(might be considered an appliance)
- pianos
- lamps—(might be considered an appliance)

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Problem 4

Adding Machines
- Burroughs Adding Machine Co.
- Tri-City Computing Machine Co.

Furniture
- Grand Rapids Desk Co.
- Holt Chair Corp.
- Bay Side Wicker Shop

Wearing Apparel
- Ault Williams Shoe Co.
- Selma Waist Co.
- Knox Hat Co.

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Problem 5

Classification of letter from Kings County Auction Rooms:
File under FURNITURE.

Cross Reference:
Adding Machines
SEE
Furniture

FINAL EXAMINATIONS

I.

1. What is meant by transferring correspondence? Why is it necessary?
2. Describe the numeric file. Show by diagram how a lawyer would cross-index correspondence from R. Hart pertaining to the Stoddard Estate.
3. Name the standard methods of indexing and define each.
4. Explain in detail how to file a letter from Alfred Pritchard, Mansfield, Ohio, using the Numerical system. Use diagram to illustrate.
5. Explain how to file a letter from the Adder Machine Co. signed R. Jones, Sales Manager, by the Alphabetical method. Use diagram to illustrate.

II.

1. Name the four standard systems of filing and define each. (20)
2. Show by diagram the best method by which a fire insurance company might keep a record of places insured, premiums paid, etc., in this city. (25).
   What system of filing have you shown?
3. Describe visible filing. (10)
4. How are papers arranged within the folders. (5)
5. Explain how to file a letter from Alfred Dunton, Adams, Mass., using the geographical method of indexing. Use diagrams to illustrate. (40)

III.

1. (a) Show by diagram how this book is filed in the library:
   Treasure Island by Robert Louis Stevenson (50)
   (b) In the same way show how to file a letter from:
   Stevens and Martin Manufacturers of Three-fold Carbon Paper
   (c) What is the system of filing you have used?
2. Describe visible filing. (10)
3. A hardware man wishes to keep a record of his stock. Show by diagram how he can do it. (25)
4. When the filing drawers are full, what is done to avoid having to buy other cabinets? (10)
   Describe in detail.
5. How are papers arranged within the folders? (5)

IV.

1. What is a guide?
   What is the reason for fastening the guide in the drawer? (10)
2. and 3. Name the standard methods of indexing and define each. (30)
4. How are papers arranged within the folders? (10)
5. What is meant by transferring? (10)
6. Name one disadvantage of the Numerical System.
   Name an advantage. (20)
7. Suppose you have correspondence with John Wanamaker. Show by diagram how to file in the alphabetical file. If you write a letter to the above firm on May 3, how would you follow it up on May 30? (20)

V.

1. Show by diagram how to file the following correspondence: in such a way as to cross index it according to
   (1) name of firm (2) subject of correspondence (3) name of writer of letter (4) location of firm
   James Allison & Co., of Adams, Mass. signed by Frank Erkart, Subject—Bond Paper for Loose Leaf Ledgers. (50)
2. In filing a letter in a Geographical file how would you first classify it? What would be your second and third Classifications. (20)
3. What is meant by transferring?
   How is a record of transfers kept? (20)
4. In numerical filing how are we to know the next number to be assigned? (10)

VI.

1. What is the name of the system of filing used by libraries and railroads?
2. Describe 1) The Visible Index
   2) Perpetual Transfer
   3) Periodic Transfer
3. Explain the difference between Individual Folders and Miscellaneous Folders.
4. Explain the steps in preparing letters for filing.
5. Name three types of Follow-up File.
   What is the follow-up file used for?
   What is the usual name for it in the office?
6. Arrange the following names according to the rules of indexing:

1. Banks, Morris
2. Adda Vans Co.
3. Omaha Brush Co.
4. 50 Court St., Inc.
5. Aetna Co., Boston
6. O'Malley, Chas.
7. Del Vecchio, J.
8. DeLucco, J.
9. DeLuca,, Vito
10. Banks School of Music
11. Adco Electric Co.
12. Addoms, Lewis P.
13. Banks, Wm.
14. Omega Chemical Co.
15. 5th Ave. Credit Co.
16. DeLyra, R.
17. 15th Ave. Bakery
18. O'Mallon. Mary
19. O'Malley Agency
20. Omi Products, Inc.
21. Demarco, Marie
22. Aetna Co., Detroit
23. Fife, Irving
24. DeMare, Julia
25. Abrams Flower Shop

KEY

1. Abrams
2. Adco
3. Adda
4. Addoms
5. Aetna-Boston
6. Aetna-Detroit
7. Banks, Morris
8. Banks School
9. Banks, Wm.
10. DeLuca
11. DeLucco
12. DelVecchio
13. DeLyra
14. Demarco
15. DeMare
16. Fife
17. Fifteenth Ave.
18. Fifth Ave.
19. Fifty Court St.
20. Omaha Brush Co.
21. O'Malley Agency
22. O'Malley, Chas.
23. O'Mallon
24. Omega Chem.
25. Omi

KEY

to

Supplementary Alphabetizing Exercise

Letters and figures shown in parentheses ( ) at right of examples indicate rule applying.

A A A Certified Milk Co
1801 Beacon ..... Mal den-1213-R ..... *(A1)*
A A Club 50 Congress ..... MAI n-0320 ..... *(A1)*
A A Electric Mfg. Co 53 State ..... MAI n-6447 ..... *(A1)*
A B C Mfg. Co 57 State ..... MAI n-0027 ..... *(A1)*
A C E Letter Co 96 State ..... MAI n 0360 ..... *(A1)*
Aaron Neal Dr. 24 North WEY moth-1886-M ..... *(A2)*
Abbot Louis A atty
501 Main ..... SOM erset-1962-R ..... *(A2)*
Abley N M r 158 Putnam av CONg ress-9030 ..... *(A2)*
Adams John L r 23 Belden COL umbia-8106 ..... *(A2)*
Alden Morris Mrs
nurse 15 Orange ..... PAR kway-9155 ..... *(A2)*
Au Werter John T
ofc Un Tr bldg ..... MAI n-4939 ..... *(A8b)*
Residence 20 Clark ..... ROX bury-2173 ..... *(C2)*
Beech-Nut Mfg Co
857 Beacon ..... KEN more-3740 ..... *(B5a)*
Bennett Wm groc 33 Poplar ..... MAI n-7138 ..... *(C3a)*
Bennett Wm
groc 21Sycamore ..... MYS tic-0509 ..... *(C3a)*
Brook W B r 16 Poole ..... MYS tic-0709
Brooke A L r 27 Brown av ..... LIN coln-2643 ..... *(A3)*
Brookes' Restaurant
33 Walnut ..... BEL mont-0719 ..... *(A5)*
Brookes S M r 42 Tyler ..... MIL ton-2792 ..... *(A5)*
Brooks A B r 76 Tyler ..... MIL ton 7369 ..... *(A5)*
Brook's Bakery 12 Park av BEL mont-0704 ..... *(A5)*
Brooks' Garage 55 Beacon ..... WES t-5678 ..... *(A5)*
Brown A D
r 1334 Jefferson av ..... WES t-7292
Brown & Aldrich Co
1629 Colb rd ..... FRA nklin-7554 ..... *(A7)*
Brown B C r 10 Poole ..... MYS tic-0070 ..... *(A7)*
Brown G r 437 Park rd ..... CLEveland-1707 ..... *(A1)*
Brown Geo
groc 2427-1st Ave ..... POT omac-1209 ..... *(B1)*
Brown Geo A r 1220-8th ..... WES t-5920 ..... *(B1)*
Brown Henry A r 66 Park av ADA ms-1548
Browne H A
r 3803 Huntington ..... COL umbia-2382 ..... *(A3)*
Brownes Bakery 326-9th av ..... NOR th-4857 ..... *(A3)*
Browning D S
office 199 Walnut ..... LIN coln-4968
Brown's Garage 55 Beacon ..... WES t-5698 ..... *(A5)*
Browns Geoffrey 27 Park av BEL mont-0504 ..... *(A4)*
Browns Geo 4869 Grant av ..... BEA ch-1924 ..... *(A4)*
Butler A M
groc 101 W Spruce av ..... NOR th-0730 ..... *(C3d)*
Butler A M
groc 1106 W Spruce ..... NOR th-2345 ..... *(C3d)*
Butler Bros
10 N Main ..... SUT ter-3720 ..... *(C3d)*
180 N Main ..... SUT ter-2943 ..... *(C3d)*
3176 N Main ..... SUT ter-7361 ..... *(C3d)*
4-10th ..... FIL more-0703 ..... *(C3d)*
301-10th ..... FIL more-7423 ..... *(C3d)*

Colby C Samuel r 21 Walnut BEL mont-5687
Columbia Cigar Stores
1121 Alpine ..... CON gress-0704 ..... *(C1c)*
24 Bennett ..... DOU glass-2920 ..... *(C1a)*
3 Charles ..... ORE gon 2765 ..... *(C1a)*
21-4th ..... LOM bard-0076 ..... *(C1a)*
6-5th ..... MYS tic-2726 ..... *(C1a)*
Cooper Jas B r 23 Clark ..... ADA ms-3104-W ..... *(B2a)*
Cooper Leonard B
r 5143 Beacon ..... CON gress 4630-J ..... *(B2a)*
Cooper Leonard C
r 1638 North ..... MYS tic-2095 ..... *(B2a)*

Damata J meats 1417 Arnold MIL ton-0615 ..... *(B8)*
D'Amato P r 336 North ..... WES t-8375 ..... *(B8)*
D'arcy A C r 7701 Walnut ..... MYS tic-2736 ..... *(B8)*
De Lamar A D
atty 876 Pack av ..... LIN coln-7586 ..... *(B8)*
De La Mare A D r 936 Walnut WES t-7564 ..... *(B8)*
De Pyster W Stagworth
643 North ..... BEL mont-9328 ..... *(B8)*
Deramer C H r 312 E 112 ..... LEH igh-0721 ..... *(A8b)*
Der Amerikaner
pub 175 Bdwy ..... COR tland-7250 ..... *(A8b)*

Eighty-Sixth St Garage
21 Arnold ..... WAT kins-7245 ..... *(A6)*
Evers-Harper Co 985 Clark BEL mont-4953 ..... *(B5b)*
Evers Harper D Dr
2358 Park av ..... NORth-9845 ..... *(B5b)*
Evers-Harper M L 89 Walnut ..... WES t-2761 ..... *(B5b)*
Eversharp Products Inc
2851 Arnold ..... ADA ms-9541 ..... *(B5b)*
Fitzpatrick T M
furn 77 Arnold ..... ADA ms-4691 ..... *(B8)*
Fitz-Patrick W K r 621 North ..... MAI n-4447 ..... *(B8)*
Five Hundred Twelve Main St Co
512 Main ..... MAD ison-0025 ..... *(A6)*
Henry Ford Hospital
17 W 24 ..... WAT kins-0723 ..... *(B6)*

John J L meats 55 Beacon ..... LIN coln-2281
Johns Frank L r 328 Arnold BEL mont-1821 ..... *(A3)*
Johnston Chas r 324 Arnold BEL mont-4812 ..... *(A3)*
Johnston G S r 52 Arnold BEL mont-8743-M ..... *(B2a)*
Johnston L C & B D 841 North MAI n-4812 ..... *(B2a)*
Johnstone Geo C r 108 Clark ..... MAI n-0291 ..... *(A3)*
Jones Wm r 440 Arnold ..... BEL mont-7342
Jones Wm Mrs r 6 Main ..... MYS tic-7245 ..... *(C1)*
Jones Wm B r 12 Main ..... MYS tic-2739 ..... *(C1)*
Jones Wm B Rev r 14 Main ..... MYS tic-0040 ..... *(C1)*
Jones Wm B Sr 24 Main ..... MYS tic-0440 ..... *(C1)*
Jones Wm B A r 127 North CON gress-7492 ..... *(C1)*

Laigle A D 431 Beacon ..... ADA ms-2441 ..... *(A8b)*
L'Aiglon Restaurant 711 North WES t-1336 ..... *(A8b)*
Lincoln A 12 Grant av ..... ADA ms-2421

Lincoln A Creamery Co
144 Walnut WAL nut-1043 *(B3b)*
Lincoln A Inc 220 Allen LIN coln-0706 *(B3a)*
Lincoln A B 833 Grant BEL mont-9763 *(B3a)*
Lincoln A B Art Co
329 North CON gress-3932 *(B3b)*
Lincoln A B & Co 427 Beacon LIN coln-1565 *(B3a)*
Lincoln A B & Son 30 Clark NOR th-3315 *(B3a)*
Lincoln A B C r 1918 Beacon MAI n-0266 *(B3a)*
Lincoln Art Co 864 Pearson MAI n-7847 *(B3b)*
Lockport Engine Co
781 Walnut MYS tic-2401 *(B7)*
Lock Port Fisheries
501 Beacon BEA ch-3932 *(B7)*
Macdonald B J
groc 51 State BEL mont-4634 *(B6)*
MacDonald E W phy 27 Beacon WES t-2741 *(B6)*
Mansfield Walter
atty 1210 Park av BEA ch-5934
McCall Richard
r 427 North LIN coln-1819-W *(B6)*
McDonald C M r 97 State BEL mont-7163 *(B6)*
McDonald Wm r 93 Beacon WES t-7428 *(B6)*
McDonald D E
lwyr 44 Park av LIN coln 7923 *(B6)*
Miller T 683 Grant LEH igh-7141 *(A8a)*
Miller The Jeweler 828 Walnut MAI n-2419 *(A8a)*
Miller Thomas 2432 Arnold BEA ch-3244 *(A8a)*
Mt Wachusett Observatory
56 Pk av AD ms-10078 *(A4)*
New Castle Apts 16 Lorain LIN coln-7293 *(B7)*
Newcastle Hotel 24 Lorain LIN coln-0070 *(B7)*
North Packing Co. 48 Beacon ADA ms-4940
Northeastern Body Co
208 Arnold BEL mont-4271 *(B7)*
North Eastern Security Co
2417 Clark WES t-4289 *(B7)*
On Sing 45 Clark WES t-521 *(B2b)*
One Hundred First Signal Bat
25 State LIN coln-6250 *(A6)*
One Hundred Fourth Field Artillery
452 Clark WES t-7618 *(A6)*
One Hundred Seventy-Five Mich Av Corp
175 Mich av MAI n-8419 *(A6)*
One Hundred Sixteenth St Holding Corp.
489 Arnold LIN coln-2500 *(A6)*
One Hundred Twenty-Third St Corp.
4-123rd WOR th-7106 *(A6)*

One Thousand One Hundred Seventy-Five
Maple Av Corp 1175 Maple MIS sion-1144 *(A6)*
One Thousand Two Hundred Six Pine Bldg
1206 Pine WES t-4040 *(A4)*
St Agnes Church 94 Beacon MAI n-7942 *(A4)*
Saint George Hotel 23 State WES t-0101 *(A4)*
St Jean John L r 741 Walnut NOR th-3815 *(A4)*
Ste Claire Salt Works
705 State ADA ms-7200 *(A4)*
Sani-Pakt Corp 411 Beacon BEL mont-4544 *(B5a)*
Shong Bink Lndry 85 State WES t-4789 *(B2b)*
Sing Charlie 841 Park av BEL mont-1393 *(B2b)*
Sing Fong Lung 814 Beacon MAI n-541 *(B2b)*
Sing Hep r 8142 Arnold ADA ms-1841 *(B2b)*
Sing Ling Lndry 814 Clark LIN coln-4821 *(B2b)*
Society of Arts and Sciences
725 Beacon BEL mont-4736 *(A8c)*
Society for the Prevention of Cruelty
to Animals 27 Main MAI n-1791 *(A8c)*
Swift Bros
81 Houlton av LIN coln-3423 *(C3b)*
61 Houlton ct LIN coln-2766 *(C3b)*
101 Houlton st LIN coln-4463 *(C3b)*
Thirty-Day Business College
121 Pine DRY dock-0506 *(B5a)*
U-Drive-It-Garage 951 Clark NOR th-1582 *(B5a)*
Ukrainian Book Co 415 Beacon MAI n-2461
U-Need-A Cleaners
100 Grant av LIN coln-2814 *(B5a)*
Up-Stairs Dress Shop
15 State BEL mont-1582 *(B5a)*
Up-To-Date Vulcnzg Co
25 Beacon MAI n-1528 *(B5a)*
Walthers W A r 35 E Pine DRY Dock-2463 *(C3c)*
Walthers W A r 18 W Pine DRY Dock-3721 *(C3c)*
Webster's Chain Stores
24 Belmont SPR ing-0710 *(C3a)*
31 S Dunlop LIN coln-2721 *(C3a)*
14 S Elm WES t-2221 *(C3a)*
48 W Elm WES t-0040 *(C3c)*
34 N 5th av ORE gon-4521 *(C3a)*
32 S 5th av ORE gon-3725 *(C3c)*
Weed H V lwyr 26-3rd av MAI n-4604 *(C2)*
Weed H V rl est 4 Main av MAI n-3604 *(C2)*
Residence 7 Bedford rd LIN coln-9841 *(C2)*
Weed H V rl est 6 Pine rd LIN coln-0305 *(C2)*
Weed H V r 2 Main MAI n-0070 *(C2)*
Weed H V survyr 81-26th MAI n-0430 *(C2)*
Woodrow Wilson Club
1410 Bdway COR tland-2746 *(B4)*

End of Key

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